SECTION 6. FINANCIAL ACCOUNTING FUNCTION

6.1 Financial Accounting Function.

  a. Use the Financial Accounting function to maintain TISA's financial accounts and generate transactions to the Standard Army Financial Inventory, Accounting, and Reporting System (STARFIARS). Financial Accounting contains two groups of processes:

    (1) Dining Facility Accounts (para 6.2).

    (2) Voucher Register and General Control (VRGC) (para 6.10).

  b. To review the processes in Financial Accounting, select option F from the TISA Command Menu (fig. 6.1-1).

```
TISA:    Stock   Financial   Maint   Query&Rpts   PhysInvy   Loc'n   Batch TISA   Exit

DATE: 10 APR 92      TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU          AJK-600

                OPTION CODE        RING MENU SELECTION OPTIONS
                    S                  STOCK ACCOUNTING

                    F                  FINANCIAL ACCOUNTING

                    M                  FILES MAINTENANCE

                    Q                  REPORTS AND INQUIRIES

                    P                  PHYSICAL INVENTORY

                    L                  STORAGE LOCATION

                    B                  TISA BATCH PROCESSES

                    X                  SIGN OFF TISA SUBSYSTEM
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 6.1-1. TISA Command Menu Screen (AJK-600)

c. The Financial Accounting Command Menu (fig. 6.1-2) is displayed.

```
Financial Accounting Command Options:    A  B  C  D  E  F  N  R  X
Flag Customer Account for Closing


DATE:  02 SEP 92             FINANCIAL ACCOUNTING COMMAND MENU              AJK-683


OPTION         DESCRIPTION                 OPTION               DESCRIPTION
  CODE                                      CODE


    A  -  FLAG CUSTOMER ACCOUNT FOR CLOSING    N  -  CONTINUE TO NEXT FINANCIAL
                                                     COMMAND MENU
    B  -  DF ADJUSTMENT DUE TO A ROS           R  -  RETURN TO TISA COMMAND MENU


    C  -  DF ADJUSTMENT DUE TO A SOC           X  -  EXIT FROM TISA PROCESSING


    D  -  EARNINGS AND EXPENDITURE RECORD


    E  -  POST HEADCOUNT DATA



ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.   OPTION CODE:
```

Figure 6.1-2. Financial Accounting Command Menu Screen (AJK-683)

6.2 Dining Facility Accounts Subfunction.

a. Use the Dining Facility Accounts (DFA) subfunction to maintain and monitor customer accounts. To use any of the DFA processes, a customer account must be set up through the Customer Information File process (para 7.5). After the account is set up, you can run the following processes in any order:

(1) Flag Customer Account for Closing (para 6.3).

(2) DF Adjustment Due to a Report of Survey (para 6.4).

(3   DF Adjustment Due to a Statement of Charges (para 6.5).

(4) DFA Inquiry/Print Earnings and Expenditures Record (para 6.6).

(5) Post Headcount Data (para 6.7).

(6) Excess Cost Adjustments (para 6.8).

(7) Reduced Price Commissary Items (para 6.9).

b. The Financial Accounting Command Menu displays the Dining Facility Account processes. Use A thru J to process dining facility account information. Use N to review the remaining Dining Facility Account processes and the Voucher Register and General Control processes. The next screen of the Financial Accounting Command Menu (fig. 6.10-1) is

displayed. Use R to return to the TISA Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen.

6.3 Flag Customer Account for Closing Process. Use this process to choose the customer accounts (ARCS, FRIS, or Other) you want to flag for closing.

6.3.1 Processing Restrictions. All direct vendor delivery (DVD) orders and issue documents must be closed and headcount entered for the dining facility accounts you select. Do not run this process until the End of Month (EOM) Batch process (para 11.4) is complete.

6.3.2 Processing Materials. None.

6.3.3 Flag Customer Account for Closing Screen AJK-682. To flag a customer account for closing, select A from the Financial Accounting Command Menu. The Financial Accounting Warning Screen (fig. 6.3-1) is displayed.
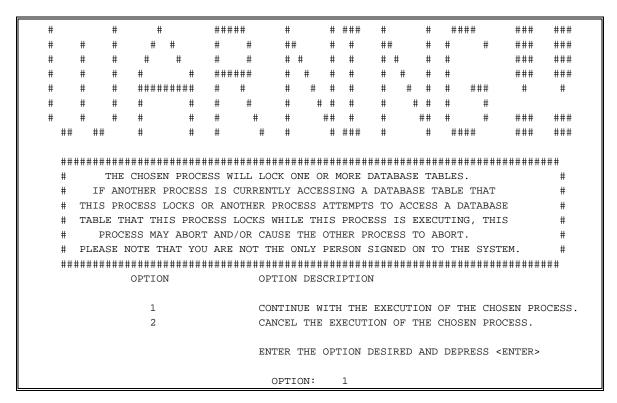
```
 #        #      #        #####       #       # ###   #      #    ####     ###   ###
 #    #   #    #   #      #     #      ##      # #    ##      # #      #    ###   ###
 #    #   #   #     #     #     #     # #      # #    # #     # #           ###   ###
 #    #   #  #        #   ######      # #      # #    # #     # #           ###   ###
 #    #   # #########    #     #     #   #  #  # #   #   #  # #  ###    #      #
 #    #   # #        #   #     #     #   # # #  #    # # #   #      #
 #    #   # #        #   #      #    #    ## #  #    ## #      #    ###   ###
   ##   ##  #      #   #     #   #   #    # ###   #      #    ####     ###   ###

   ##########################################################################
   #     THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES.         #
   #    IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT    #
   #  THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE  #
   #  TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS  #
   #     PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT.        #
   #  PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM.#
   ##########################################################################
                OPTION              OPTION DESCRIPTION

                   1                CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
                   2                CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

                                    ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

                        OPTION:    1
```

Figure 6.3-1. Financial Accounting Warning Screen

a.   Select 1 and press [ENTER]. The Flag Customer Account for Closing Screen AJK-682 (fig. 6.3-2) is displayed.

b.   Select 2 and press [ENTER] to cancel this process. The Financial Accounting Command Menu is displayed.

```
[                                                                              ]
DATE: [10 Apr 92]                  DINING FACILITY ACCOUNT                AJK-682
                          FLAG CUSTOMER ACCOUNT FOR CLOSING


                    CUSTOMER ID                 TYPE CUSTOMER ACCOUNT

                    [YDF004]                            [A]
                    [      ]                            [ ]
                    [      ]                            [ ]
                    [      ]                            [ ]
                    [      ]                            [ ]
                    [      ]                            [ ]
                    [      ]                            [ ]
                    [      ]                            [ ]
                    [      ]                            [ ]


                 WHEN DATA ENTRY COMPLETED --- DEPRESS <ESC>


                    ENTER OPTION [    ] AND DEPRESS <ENTER>
ENTER  'A'  FOR ARCS,  'F'  FOR FRIS OR 'O'  FOR OTHER AND DEPRESS <ENTER>
```

Figure 6.3-2. Flag Customer Account for Closing Screen (AJK-682)

c.   The cursor is positioned in the CUSTOMER ID field. Enter a customer ID code for one customer, or enter ALL for all customers and press [ENTER].

d.   Enter the type of customer account from the screen display (A, F, or O) and press [ENTER].

e.   When you finish your entries, press [ESC]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER] or [ESC]:

(1)   Enter C and a message is displayed: **UPDATING FILES --- PLEASE WAIT!!** When the update is complete, the Repeat Processing Ring Menu is displayed. See paragraph 6.3.5 for processing instructions.

(2)   Enter X and the Financial Accounting Command Menu is displayed. The accounts are not flagged.

f.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.3.4 for processing instructions.

6.3.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.3-3) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT:          RESTART   A    X
RESTART CURRENT PROCESS
```

Figure 6.3-3. Interrupt Processing Ring Menu.

     a.   Select RESTART and you can re-enter information for the same customer or enter information for a new one.

     b.   Select A and the Financial Accounting Command Menu is displayed.

     c.   Select X and the system login screen is displayed.

6.3.5 Repeat Processing Ring Menu. Use this ring menu (fig. 6.3-4) when you finish flagging an account for closing. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE PROCESS:     Yes        No
Reenter the process that was just completed?
```

Figure 6.3-4. Repeat Processing Ring Menu.

     a.   REPEAT THE PROCESS: Yes No is displayed at the top of the screen.

     b.   Select Yes and you can process another dining facility account for closing.

<div align="center">OR</div>

     c.   Select No and the Financial Accounting Command Menu is displayed.

6.3.6 Outputs. No reports are printed during this process.

6.4   DF Adjustment Due to a Report of Survey (ROS) Process. Use this process to begin a report
of survey adjustment, either by line item option or total dollar value option.

6.4.1 Processing Restrictions. None.

6.4.2 Processing Materials. For more information, use the following materials:

      a.   Off-line customers must give a signed copy of DA Form 4697 (Report of Survey) with
an assigned survey number to TISA. The report of survey contains a list of items surveyed. Use
the total dollar value option to process this type of survey.

      b.   On-line customer survey numbers and items are passed to TISA during the End of Day
Batch process (para 11.3). The DFO to TISA (ROS, SOC, XFR) Transaction Error Listing
Report (PCN AJK-1F1) lists the number of transaction errors received. The DFO is responsible
for giving TISA copies of the DA Form 4697 and the Report of Survey Report (PCN AJK-462).

6.4.3 DF Adjustment Due to a Report of Survey Screen AJK-685. To begin a report of survey
adjustment, select B from the Financial Accounting Command Menu. The DF Adjustment Due
to a Report of Survey Screen (fig. 6.4-1) is displayed. Use this screen to adjust the dining facility
account. You can choose the Line Item Option or the Total Dollar Value Option from this screen.

```
[                                                                          ]
DATE:[28 Apr 92]                DINING FACILITY ACCOUNT                AJK-685
                     DF ADJUSTMENT DUE TO A REPORT OF SURVEY


      REPORT OF SURVEY OPTION                  OPTION DESCRIPTION
                 1                             LINE ITEM
                 2                             TOTAL DOLLAR VALUE
             ENTER REPORT OF SURVEY OPTION HERE: [ 1 ]


Line Item Option    Enter Customer ID:          [YDF003 ]
                    Enter ROS Date:             [27 Apr 92]


Total Dollar        Enter Customer ID:                 [       ]
Value Option        Enter Type Customer Account:       [   ]
                    Enter ROS No. :                    [     ]
                    Enter Perishable $ Value:          [         ]
                    Enter Semiperishable $ Value:      [         ]


         Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>
               Enter Option Here: [     ] and Depress <ENTER>
```

Figure 6.4-1. DF Adjustment Due to a Report of Survey Screen (AJK-685)

6.4.3.1 Line Item Option. To review a list of items surveyed, select 1 and press [ENTER].

      a.   Enter a customer ID code and press [ENTER].

      b.   Enter a report of survey date and press [ENTER]. The DF Adjustment Due to a
Report of Survey Screen AJK-686 (fig. 6.4-2) is displayed.

6.4.3.2 DF Adjustment Due to a Report of Survey Screen AJK-686. Use this screen (fig. 6.4-2) to review the report of survey information. You can confirm the information displayed or exit this process.

      a.   This screen displays the NSN/MCN, item name, unit of issue, unit price, quantity, and extended price. Six items can be displayed at a time. The cursor stays in the NSN/MCN field throughout processing.

```
DATE:  28 Apr 92                DINING FACILITY ACCOUNT                  AJK-686
                         DF ADJUSTMENT DUE TO A REPORT OF SURVEY
                                    SEMIPERISHABLE


     ROS NUMBER:    001                    ROS DATE:    27 Apr 92
     CUSTOMER ID:   YDF003                 NAME:        244TH QM BN ACTIVE ARMY



                                               UNIT             EXTENDED
    NSN/MCN            ITEM NAME         UI     PRICE     QTY    PRICE
 8915-00-257-3947   CORN WHOLE GRAIN #10     CN       $2.92     30      $87.60
 8915-00-281-1809   JUICE GRAPE #3          CN       $1.11     15      $16.45




                                      Grand Total Extended Price       $104.25

                                      ENTER OPTION HERE:   C   and Depress <ENTER>
Enter 'C' to CONFIRM or 'X to EXIT
```

Figure 6.4-2. DF Adjustment Due to a Report of Survey Screen (AJK-686) - Line Item Option.

      (1)   Use the [ENTER] key to scroll forward and view items by line.

      (2)   Use the [F3] key to page forward and the [F4] key to page back.

      b.   When you finish your review, press [ESC] and the grand total extended price is displayed. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

      (1)   Enter C and a message is displayed: **Updating Files Now - - - - Please Wait!!!!**

      (a)   When a survey contains one commodity group, the Repeat Processing Ring Menu is displayed. See paragraph 6.4.5 for processing instructions.

      (b)   When a survey contains both commodity groups, the semiperishables are displayed. Repeat steps a and b to process these items.

(2)   Enter X and the Repeat Processing Ring Menu is displayed. The survey is not processed.

c.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.4.3 for processing instructions.

6.4.3.3 Total Dollar Value Option. To begin processing the total dollar value option (fig. 6.4-3), select 2 and press [ENTER].

```
[]
DATE:  [10 Apr 92]              DINING FACILITY ACCOUNT                    AJK-685
                        DF ADJUSTMENT DUE TO A REPORT OF SURVEY


               REPORT OF SURVEY OPTION           OPTION DESCRIPTION
                         1                       LINE ITEM
                         2                       TOTAL DOLLAR VALUE
                  ENTER REPORT OF SURVEY OPTION HERE:  [ 2 ]


Line Item Option      Enter Customer ID:      [              ]
                      Enter ROS Date:         [                 ]


Total Dollar          Enter Customer ID:                [YDF005]
Value Option          Enter Type Customer Account:      [A]
                      Enter ROS No. :                   [001]
                      Enter Perishable $ Value:         [$150.00]
                      Enter Semiperishable $ Value:     [$150.00]


             Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>
                   Enter Option Here:  [    ] and Depress <ENTER>
Enter 'C' to confirm, 'R' to Reenter, or 'X' to Exit.
```

Figure 6.4-3. DF Adjustment Due to a Report of Survey Screen (AJK-685) - Total Dollar Value Option.

a.   Enter a customer ID code and press [ENTER].

b.   Enter a type of customer account and press [ENTER].

c.   Enter a report of survey number and press [ENTER].

d.   Enter the perishable dollar value and press [ENTER].

e.   Enter the semiperishable dollar value and press [ENTER]. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC].

f.   Enter C and a message is displayed: **Updating Files Now, Please Wait!** Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.4.5 for processing instructions.

<div align="center">OR</div>

(1)   Enter R and the cursor moves back to the CUSTOMER ID field. You can correct your entries.

<div align="center">OR</div>

(2)   Enter X and the message: **EXITING CURRENT PROCESS** is displayed. Then, the Repeat Processing Ring Menu is displayed.

6.4.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.4-4) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT:      RESTART      A       X
RESTART CURRENT PROCESS
```

<div align="center">Figure 6.4-4. Interrupt Processing Ring Menu</div>

a.   Select RESTART and you can re-enter information for the same customer or enter information for a new one.

b.   Select A and the Financial Accounting Command Menu is displayed.

c.   Select X and the system login screen is displayed.

6.4.5 Repeat Processing Ring Menu. Use this ring menu (fig. 6.4-5) when you finish processing adjustments for a report of survey. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE PROCESS:    Yes      No
Reenter the process that was just completed?
```

Figure 6.4-5. Repeat Processing Ring Menu.

   a.   REPEAT THE PROCESS: Yes No is displayed at the top of the screen.

   b.   Select Yes and you can process another adjustment for a report of survey.

OR

   c.   Select No and the Financial Accounting Command Menu is displayed.

6.4.6 Outputs. No reports are printed during this process.

6.5 DF Adjustment Due to a Statement of Charges Process. Use this process to begin a statement of charges adjustment by line item option or total dollar value option.

6.5.1 Processing Restrictions. None.

6.5.2 Processing Materials. For more information, use the following materials:

   a.   Off-line customers must give an approved copy of DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed) with an assigned statement of charges number to TISA. The statement of charges contains a list of items for payment. Use the total dollar value option to process this type of statement.

   b.   An on-line customer statement of charges number and items are passed to TISA during the End of Day Batch process (para 11.3). The DFO to TISA (ROS, SOC, XFR) Transaction Error Listing Report (PCN AJK-1F1) lists the number of transaction errors received. The DFO is responsible for giving TISA copies of the DD Form 362 and Statement of Charges Report (PCN AJK-464).

6.5.3 DF Adjustment Due to a Statement of Charges Screen AJK-697. To begin a statement of charges adjustment, select C from the Financial Accounting Command Menu. The DF Adjustment Due to a Statement of Charges Screen (fig. 6.5-1) is displayed. Use this screen to adjust the dining facility account. You can choose the Line Item Option or the Total Dollar Value Option from this screen.

```
[                                                                              ]
DATE: [10 Apr 92]              DINING FACILITY ACCOUNT                  AJK-697
                       DF ADJUSTMENT DUE TO A STATEMENT OF CHARGES


                        SOC OPTION              OPTION DESCRIPTION
                            1                   BY LINE ITEM
                            2                   TOTAL DOLLAR VALUE
                       ENTER SOC OPTION HERE:  [ 1 ]


Line Item Option        Enter Customer ID:      [YDF001 ]
                        Enter SOC Date:         [09 Apr 92]


Total Dollar            Enter Customer ID:               [        ]
Value Option            Enter Type Customer Account:     [     ]
                        Enter SOC No. :                  [     ]
                        Enter Perishable $ Value:        [          ]
                        Enter Semiperishable $ Value:    [          ]


          Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>
                  Enter Option Here: [     ] and Depress <ENTER>
```

Figure 6.5-1. DF Adjustment due to a Statement of Charges Screen (AJK-697).

6.5.3.1 Line Item Option. To review a list of items for payment, select 1 and press [ENTER].

        a.   Enter a customer ID code and press [ENTER].

        b.   Enter a statement of charges date and press [ENTER]. The DF Adjustment Due to a Statement of Charges Screen AJK-698 (fig. 6.5-2) is displayed.

6.5.3.2 DF Adjustment Due to a Statement of Charges Screen AJK-698. Use this screen (fig. 6.5-2) to review the statement of charges information.

a.   This screen displays the NSN/MCN, item name, unit of issue, unit price, quantity, and extended price. Six items can be displayed at a time. The cursor stays in the NSN/MCN field throughout processing.

```
DATE:  10 Apr 92                DINING FACILITY ACCOUNT                    AJK-698
                      DF ADJUSTMENT DUE TO A STATEMENT OF CHARGES
                                    PERISHABLE


       SOC NUMBER:   001                  SOC DATE     :09 Apr 92
       CUSTOMER ID:  YDF001               NAME:         266TH QM BN


   NSN/MCN              ITEM NAME                 UI    U/PRICE   QTY    EXTENDED PRICE

 8950-00-328-6727   DRSG 1000 ISLAND 1/2         HD     $1.65    200         $330.00




                                        Grand Total Extended Price           $330.00


                                        ENTER OPTION HERE:      and Depress <ENTER>
 Enter a  'C'  to Confirm, or  'X'  to Exit
```

Figure 6.5-2. DF Adjustment Due to a Statement of Charges Screen (AJK-698) - Line Item Option.

(1)   Use the [ENTER] key to scroll forward and view items by line.

(2)   Use the [F3] key to page forward and the [F4] key to page back.

b.   When you finish your review, press [ESC] and the grand total extended price is displayed. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

(1)   Enter C and a message is displayed: **Updating Files Now - - - - Please Wait!!!!**

(a)   When a statement contains one commodity group, the Repeat Processing Ring Menu is displayed. See paragraph 6.5.5 for processing instructions.

(b)   When a statement contains both commodity groups, the semiperishables are displayed. Repeat steps a and b to process these items.

(2)   Enter X and the Repeat Processing Ring Menu is displayed. The statement of charges is not processed.

(3)   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.5.4 for processing instructions.

6.5.3.3 Total Dollar Value Option. To begin processing the total dollar value option (fig. 6.5-3), select 2 and press [ENTER].

```
[                                                                            ]
DATE:  [10 Apr 92]              DINING FACILITY ACCOUNT              AJK-697
                       DF ADJUSTMENT DUE TO A STATEMENT OF CHARGES


                          SOC OPTION          OPTION DESCRIPTION
                              1                BY LINE ITEM
                              2                TOTAL DOLLAR VALUE
                           ENTER SOC OPTION HERE:  [ 2 ]


Line Item Option      Enter Customer ID:        [          ]
                      Enter SOC Date:           [               ]


Total Dollar          Enter Customer ID:                  [YDF006]
Value Option          Enter Type Customer Account:        [A]
                      Enter SOC No. :                     [002]
                      Enter Perishable $ Value:           [  $100.00]
                      Enter Semiperishable $ Value        [  $100.00]


        Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>
                 Enter Option Here: [     ] and Depress <ENTER>
Enter  'C'  to Confirm,  'X'  to Exit, or  'R'  to Reenter
```

Figure 6.5-3. DF Adjustment Due to a Statement of Charges Screen (AJK-697) - Total Dollar Value Option.

   a.   Enter a customer ID code and press [ENTER].

   b.   Enter a type of customer account and press [ENTER].

   c.   Enter a statement of charges number and press [ENTER].

   d.   Enter the perishable dollar value and press [ENTER].

e.   Enter the semiperishable dollar value and press [ENTER]. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

f.   Enter C and a message is displayed: **Updating Files Now, Please Wait!!!!** Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.5.5 for processing instructions.

OR

(1)   Enter R and the cursor moves back to the CUSTOMER ID field. You can correct your entries.

OR

(2)   Enter X and the message: **Exiting Current Process** is displayed. Then, the Repeat Processing Ring Menu is displayed.

6.5.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.5-4) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT:         RESTART   A    X
RESTART CURRENT PROCESS
```

Figure 6.5-4. Interrupt Processing Ring Menu.

a.   Select RESTART, and you can re-enter statement of charges information for the same customer or enter information for a new one.

b.   Select A and the Financial Accounting Command Menu is displayed.

c.   Select X and the system login screen is displayed.

6.5.5 Repeat Processing Ring Menu. Use this ring menu (fig. 6.5-5) when you finish processing statement of charges adjustments. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE PROCESS:     Yes       No
Reenter the process that was just completed?
```

Figure 6.5-5. Repeat Processing Ring Menu.

    a.   REPEAT THE PROCESS: Yes No is displayed at the top of the screen.

    b.   Select Yes and you can process another adjustment.

<center>OR</center>

    c.   Select No and the Financial Accounting Command Menu is displayed.

6.5.6 Outputs. No reports are printed during this process.

6.6 Earnings and Expenditures Record Process. Use this process to review and print the Earnings and Expenditures Record for a single customer or all customers.

6.6.1 Processing Restrictions. None.

6.6.2 Processing Materials. None.

6.6.3 DFA Earnings and Expenditures Record Screen AJK-687. To begin the DFA Earnings and Expenditures Record process, select D from the Financial Accounting Command Menu. The Dining Facility Account Earnings and Expenditures Record Screen (fig. 6.6-1) is displayed.

    a.   Use this screen to select the customer and type of account (A, F, or O) you want to review and print.

```
DATE:  [10 Apr 92]              DINING FACILITY ACCOUNT                    AJK-687
                       MONTHLY EARNINGS AND EXPENDITURES RECORD




                         ENTER MONTH OF INQUIRY:          [C]
                         ENTER ''A'' FOR ALL CUSTOMERS:   [A]
                                       OR
                         ENTER CUSTOMER ID:               [        ]
                         ENTER TYPE CUSTOMER ACCOUNT:     [A]
                         IF PRINT DESIRED, ENTER ''P'':   [P]


                               DEPRESS <ENTER>



Enter a 'P' to Print ALL CUSTOMERS
```
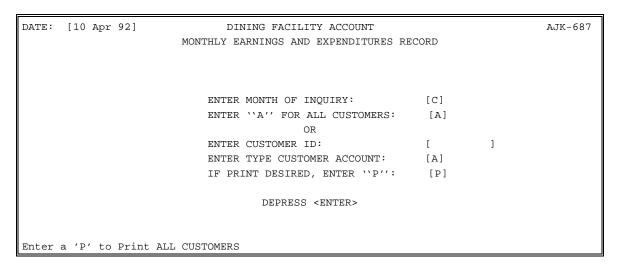
<center>Figure 6.6-1. Dining Facility Account Earnings and Expenditures Record (AJK-687).</center>

b.   Enter the month of your inquiry (C = current month or P = previous month) and press [ENTER].

c.   To review all customers, enter A and press [ENTER].

OR

d.   To review a single customer, press [ENTER] and the cursor moves to the CUSTOMER ID field. Enter a customer ID code and press [ENTER].

(1)   If you enter an invalid customer ID code, an error message is displayed: **CUSTOMER ID IN ERROR - - - - REENTER CUSTOMER ID**.

(2)   The cursor moves back to the CUSTOMER ID field so you can correct your entry.

e.   Enter the type of account (A, F, or O) and press [ENTER].

f.   To print the Financial Accounting/Dining Facility Accounts Monthly Earnings and Expenditures Record (PCN AJK-688), enter P and press [ENTER]. The report is printed when you finish reviewing customer accounts on the Monthly Earnings and Expenditures Record Screen AJK-688.

OR

g.   Press [ENTER] with no entry and the Monthly Earnings and Expenditures Record Screen is displayed. See paragraph 6.6.4 for processing instructions.

h.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.6.5 for processing instructions.

6.6.4 <u>Monthly Earnings and Expenditures Record Screen AJK-688</u>. Use this screen (fig. 6.6-2) to review the transactions on one or all customer accounts. This screen displays the accounting period (ACCT PD), customer identification code (CUSTOMER ID), beginning inventory (BEGINNING INV), basic daily food allowance (BDFA), type customer account, and transactions by date (DA) and description (DES). Four transactions can be displayed at a time. The cursor is positioned in the DT field for the first transaction.

```
DATE:  16 Apr 93                DINING FACILITY ACCOUNT                AJK-688
                        MONTHLY EARNINGS AND EXPENDITURES RECORD
ACCT PD:  Jun 93          CUSTOMER ID:  YDF003      BEGINNING INV:      $1550.96
BDFA:    $4.23            TYPE CUSTOMER ACCOUNT:  A
BRKFST:    $0.85 LUNCH:    $1.69 DIN:    $1.69  BRH:   $1.90 SUP:       $2.33
   ==    ===  =========  =========  ========  =========  =========  ==========
   DA    DES   ALW TOD    CUM ALW    PERISH    SEMIPER    TOT ISS    CUM TOT
   ==    ===  =========  =========  ========  =========  =========  ==========
    4    HC    1825.90    6824.80     0.00       0.00       0.00       0.00

    5    CMY      0.00    6824.80   290.00       0.00     290.00     290.00

    5    ISS      0.00    6824.80  3369.55    1367.53    4737.08    5027.08

    6    BAJ  -1440.90    5383.90     0.00       0.00       0.00     5027.08




     PRESS <ENTER> TO VIEW EACH LINE ITEM ENTRY OR PRESS <ESCAPE> TO EXIT
```

Figure 6.6-2. Monthly Earnings and Expenditures Record Screen (AJK-688).

   a.   The following acronyms are used in the DES field to describe account card transactions.

      (1)   BAJ - BDFA Adjustment.

NOTE: When the BDFA is changed during the current month, that adjustment is displayed with a description code of BAJ as highlighted on figure 6.6-2.

      (2)   BRT - B-Ration Issue.

      (3)   CMY - Commissary Issue.

      (4)   DVD - DVD Issue to the Dining Facility.

    (5)   HC - Headcount.

    (6)   HCA - Headcount Adjustment.

    (7)   HCC - Harbor Craft Credit.

    (8)   HMA - Holiday Meal Allowance Adjustment.

    (9)   HML - Holiday Meal Allowance.

    (10) ISS - Issue to the Dining Facility.

    (11) LRP - Long Range Patrol.

    (12) MRE - Meal, Ready-to-Eat.

    (13) PMK - 1/2 Pt Milk Credit.

    (14) RIS - Issue to the Dining Facility Reversal.

    (15) ROS - Report of Survey.

    (16) RTN - Turn-in to TISA Reversal.

    (17) SOC - Statement of Charges.

    (18) TRN - Turn-in to TISA.

    (19) TTI - Test Item Credit.

    (20) XFR - DF to DF Transfer.

b. You can review the ALL customer inquiry by using the following keys:

    (1)   Use the [ENTER] key to scroll forward and review the account status by line.

    (2)   Use the ARROW keys to scroll forward or back.

    (3)   Use [F3] to page forward and [F4] to page back.

c.   When you finish your review, press [ESC]. The Financial Accounting/Dining Facility Accounts Monthly Earnings and Expenditures (PCN AJK-688) is printed. Then, the View Next Customer Ring Menu (fig. 6.6-3) is displayed.

```
VIEW THE NEXT CUSTOMER:      Yes        No
View the next Customer Account?
```

Figure 6.6-3. View Next Customer Ring Menu.

(1)   Select Yes and the Monthly Earnings and Expenditures Screen (fig. 6.6-2) is displayed with another customer.

OR

(2)   Select No and the Repeat Processing Ring Menu is displayed. See paragraph 6.6.6 for processing instructions.

d.   You can review a single customer inquiry by using the following keys:

(1)   Use the [ENTER] key to scroll forward to review the customer information by line.

(2)   Use the ARROW keys to scroll forward or back.

(3)   Use [F3] to page forward and [F4] to page back.

e.   When you finish your review, press [ESC]. The Financial Accounting/Dining Facility Accounts Monthly Earnings and Expenditures (PCN AJK-688) is printed. Then, the Repeat Processing Ring Menu is displayed.

6.6.5 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.6-4) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT:        RESTART    A    X
RESTART CURRENT PROCESS
```

Figure 6.6-4. Interrupt Processing Ring Menu.

a.   Select RESTART and you can re-enter information for the same customer or enter information for a new one.

b.   Select A and the Financial Accounting Command Menu is displayed.

c.   Select X and the system login screen is displayed.

6.6.6 Repeat Processing Ring Menu. Use this ring menu (fig. 6.6-5) when you finish a customer inquiry. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE PROCESS:      Yes        No
Reenter the process that was just completed?
```

Figure 6.6-5. Repeat Processing Ring Menu.

a.   REPEAT THE PROCESS: Yes No is displayed at the top of the screen.

b.   Select Yes and you can process another customer account inquiry.

OR

c.   Select No and the Financial Accounting Command Menu is displayed.

6.6.7 Outputs.

a.   The Financial Accounting/Dining Facility Accounts Monthly Earnings and Expenditures (PCN AJK-688) is printed when you enter P to print a report of customer inquiries. See appendix C for an example of this report.

b.   AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1)   File No. 30-18b, TISA Accounts (2-year file).

(2)   Cut off this file at the end of each fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01   DEST: Oct 03

6.7 Post Headcount Data Process. Use this process to post and maintain headcount data for off-line customers **ONLY**.

NOTE: TISA *DOES NOT* post headcount data for on-line dining facilities. The on-line dining facilities no longer rely on the End of Day process being run to update their Earnings and Expenditure record as a result of SCP 13.01 changes to the software.

6.7.1 Processing Restrictions. The following restrictions apply for the maintenance option (M) when you are processing a customer subsistence report. See paragraph 6.7.11 for complete processing instructions.

      a. You can use option M to correct feeding information and headcount data already on file at the TISA.

      b. You must enter the customer ID code, type of customer account (A (off-line only) or F), and headcount dates on the Section A - Subsistence Report Screen AJK-689. You CANNOT enter headcount for any on-line dining facilities. If you try to enter headcount for an on-line dining facility, the system will display a message to inform you that you cannot enter headcount for this type of customer

      c. When you finish your entries, press [ESC]. You can process the remaining sections of the subsistence report.

6.7.2 Processing Materials. Off-line customers must give TISA a signed copy of the DA Form 2970 (Subsistence Report and Field Ration Request).

6.7.3 Section A - Subsistence Report Screen AJK-689. To begin posting headcount data for a customer, select E from the Financial Accounting Command Menu. The Section A - Subsistence Report Screen (fig. 6.7-1) is displayed.

HOLIDAY MEAL FIELDS

```
[                                                                    ]
            FOR MAINTENANCE ENTER AN 'M' – FOR INPUT DEPRESS <ENTER> HERE: [ ]


DATE:  [10 Apr 92]              DINING FACILITY ACCOUNT              AJK-689
                            SECTION A - SUBSISTENCE REPORT


 ENTER THE CUSTOMER ID HERE: [YDF012]    ENTER TYPE CUSTOMER ACCOUNT HERE: [F]

              ENTER THE DATES FOR WHICH HEADCOUNT IS BEING ENTERED HERE:
         (1) [   ] [10 Apr 92]     (2) [  ] [      ]   (3) [   ] [      ]


                        AFTER ENTERING DATES DEPRESS <ESC>

                     ENTER OPTION [C   and DEPRESS  <ENTER>
Enter  'C'  to Confirm,  'X'  to Exit, or  'R'  to Restart
```
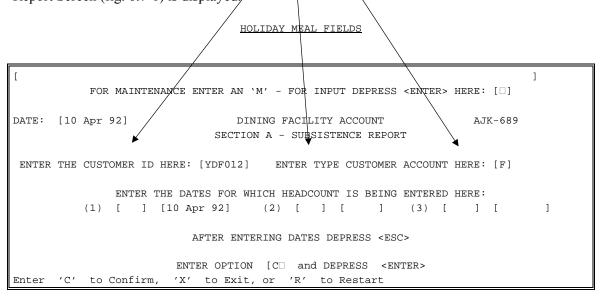
Figure 6.7-1. Section A - Subsistence Report Screen (AJK-689).

a.   Enter M in the HERE field at the top right of the screen to correct customer headcount information already on file.

OR

b.   Press [ENTER] with no entry and the cursor moves to the CUSTOMER ID field.

c.   To begin posting new headcount information:

(1)   Enter a customer ID code and press [ENTER]. When you enter an invalid customer ID code, an error message is displayed.

(2)   Enter the type of customer account (A for ARCS (off-line only) or F for FRIS) and press [ENTER]. The cursor moves to the HOLIDAY MEAL [ ] field. If it is not a holiday (Thanksgiving or Christmas), press [ENTER]. The cursor moves to the first headcount date field.

(3)   To enter the headcount for a holiday meal, enter H in the HOLIDAY MEAL [ ] field and press [ENTER].

d.   Enter the headcount date and press [ENTER]. The customer information is validated and the cursor moves to the next date field.

e.   Continue entering dates until all dates have been entered or until all date fields are full and press [ESC].

f.   The cursor moves to the ENTER OPTION field.   Select one of the following options and press [ENTER]:

(1)   To correct your entries, enter R. The cursor moves back to the first HOLIDAY MEAL [   ] field.

(2)   To end processing, enter X. The Financial Accounting Command Menu is displayed.

(3)   To confirm your entries, enter C. The headcounts are stored in the system, and the dates you enter on this screen are displayed on the next five headcount screens. Then, the Section C - Post Headcount Data Screen AJK-690 (fig. 6.7-2) is displayed.

f.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.7.9 for processing instructions.

6.7.4 Section C - Post Headcount Data Screen AJK-690. Use this screen (fig. 6.7-2) to enter the total headcount by date and meal. The cursor is positioned in the BREAKFAST field.

```
DATE:  [10 Apr 92]                 DINING FACILITY ACCOUNT                        AJK-690
CUSTOMER ID: [YDF012]           SECTION C - POST HEADCOUNT DATA


                      ENTER THE TOTAL NUMBER SUBSISTED BY DATE AND MEAL


            DATES:        [10 Apr 92]        [        ]        [         ]
            BREAKFAST     [1000]                 [     ]              [     ]
            LUNCH         [1000]                 [     ]              [     ]
            DINNER        [1000]                 [     ]              [     ]
            BRUNCH        [0    ]                 [     ]              [     ]
            SUPPER        [0    ]                 [     ]              [     ]



                      AFTER ENTERING HEADCOUNT DATA DEPRESS <ESC>

                        ENTER OPTION   [C]   AND DEPRESS <ENTER>



Enter  'C'  to Confirm & Continue,  'U'  to Update & Repeat, or  'R'  to Restart
```

Figure 6.7-2. Section C - Post Headcount Data Screen (AJK-690).

        a.   Enter the headcount by meal for each date displayed. Enter zeroes for meals without headcounts. Press [ENTER] after each entry.

NOTE: If the headcount meal is for a holiday, a headcount must be entered for the LUNCH meal.

        b.   When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

        (1)   To delete entries and start over, enter R. The cursor moves back to the BREAKFAST field.

        (2)   To update your files, enter U. You can restart the headcount data process.

        (3)   To confirm your entries, enter C. The Section C - Post Headcount Data Screen AJK-691 (fig. 6.7-3) is displayed.

6.7.5 Section C - Post Headcount Data Screen AJK-691. Use this screen (fig. 6.7-3) to enter headcounts for cash meals.

```
DO YOU WANT TO ENTER DATA ON THIS SCREEN   ?:    Yes   No
Enter data on this screen?
[                                                                     ]
DATE:   [10 Apr 92]          DINING FACILITY ACCOUNT                 AJK-691
CUSTOMER ID:   [YDF012]    SECTION C - POST HEADCOUNT DATA


                     DATES:        [10 Apr 92]      [      ]      [         ]
                     # OF MEALS FOR WHICH CASH PAYMENT WAS RECEIVED:
AFTER ENTERING       BREAKFAST    [      10]      [       ]      [        ]
HEADCOUNT DATA       LUNCH        [      10]      [       ]      [        ]
   DEPRESS <ESC>     DINNER       [      10]      [       ]      [        ]
                     BRUNCH       [       0]      [       ]      [        ]
                     SUPPER       [       0]      [       ]      [        ]


ENTER OPTION  [C]  AND DEPRESS <ENTER>
Enter  'C'  to Confirm, or  'R'  to Restart
```

Figure 6.7-3. Section C - Post Headcount Data Screen (AJK-691).

a.   The message: **DO YOU WANT TO ENTER DATA ON THIS SCREEN?: Yes No** is displayed at the top of the screen.

b.   Select No and you can skip to the next screen.

OR

c.   Select Yes and enter headcounts for cash meal payments. Press [ENTER] after each entry.

d.   When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1)   To correct your entries, enter R. The cursor moves back to the BREAKFAST field for cash meal payments.

(2)   To confirm your entries, enter C. The Section C - Post Headcount Data Screen
AJK-692 is displayed.

6.7.6 Section C - Post Headcount Data Screen AJK-692. Use this screen (fig. 6.7-4) to enter
headcounts for FAO action.

```
DO YOU WANT TO ENTER DATA ON THIS SCREEN   ?:    Yes No
Enter data on this screen?
[                                                                          ]
DATE:  [10 Apr 92]               DINING FACILITY ACCOUNT              AJK-692
CUSTOMER ID:  [YDF012]           SECTION C - POST HEADCOUNT DATA

                    DATES:          [10 Apr 92]    [          ]    [          ]

                    # OF MEALS FOR WHICH PAYMENT WAS ACCOMPLISHED BY FAO:
                    BREAKFAST          [     10]    [          ]    [          ]
                    LUNCH              [     10]    [          ]    [          ]
                    DINNER             [     10]    [          ]    [          ]
                    BRUNCH             [      0]    [          ]    [          ]
                    SUPPER             [      0]    [          ]    [          ]


                    AFTER ENTERING HEADCOUNT DATA DEPRESS <ESC>

                         ENTER OPTION  [C]  AND DEPRESS <ENTER>

Enter  'C'  to Confirm, or  'R'  to Restart
```

Figure 6.7-4. Section C -Post Headcount Data Screen (AJK-692).

a.   The message: **DO YOU WANT TO ENTER DATA ON THIS SCREEN?: Yes No**
is displayed at the top of the screen.

b.   Select No and you can skip to the next screen.

OR

c.   Select Yes and enter headcounts for FAO action (payroll deduction). Press [ENTER]
after each entry.

d.   When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the
ENTER OPTION field. Select one of the following options and press [ENTER]:

(1)   To correct your entries, enter R. The cursor moves back to the BREAKFAST
field.

(2)   To confirm your entries, enter C. The Section D - Post Headcount Data -
Common Service Feeding Screen AJK-693 (fig. 6.7-5) is displayed.

6.7.7 Section D - Post Headcount Data - Common Service Feeding Screen AJK-693. Use this screen (fig. 6.7-5) to enter headcounts for common service feeding.

```
DO YOU WANT TO ENTER DATA ON THIS SCREEN   ?:    Yes    No
Enter data on this screen?
[                                                                              ]
DATE:  [10 Apr 92]               DINING FACILITY ACCOUNT                  AJK-693
CUSTOMER ID:  [YDF012]     SECTION D  -  POST HEADCOUNT DATA - COMMON SERVICE FEEDING

                SERVICE OPTION              OPTION DESCRIPTION
                     1                      US AIR FORCE
                     2                      US NAVY
                     3                      US MARINE CORPS
                     4                      ALLIED NATION MEALS
                ENTER SERVICE OPTION HERE:  [1]


                DATES:        [10 Apr 92]   [          ]   [          ]
AFTER ENTERING  BREAKFAST    [     10]       [     ]       [     ]
HEADCOUNT DATA  LUNCH        [     10]       [     ]       [     ]
 DEPRESS <ESC>  DINNER       [     10]       [     ]       [     ]
                BRUNCH       [      0]       [     ]       [     ]
                SUPPER       [      0]       [     ]       [     ]

                ENTER OPTION  [C]  AND DEPRESS <ENTER>
                TO PROCESS ANOTHER SERVICE OPTION,  ENTER ``A'' HERE:  [  ]
Enter 'C' to Confirm, or 'R' to Restart
```

Figure 6.7-5. Section D - Post Headcount Data - Common Service Feeding Screen (AJK-693).

     a.   The message: **DO YOU WANT TO ENTER DATA ON THIS SCREEN?: Yes No** is displayed at the top of the screen.

     b.   Select No and you can skip to the next screen.

<div align="center">OR</div>

     c.   Select Yes and enter headcounts for common service feeding.

     (1)   Enter a service option from the screen display and the cursor moves to the BREAKFAST field.

     (2)   Enter headcounts for the dates displayed. Press [ENTER] after each entry.

d.   When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1)   To correct your entries, enter R. The cursor moves back to the ENTER SERVICE OPTION HERE field.

(2)   To confirm your entries, enter C. The cursor moves to the HERE field.

(3)   To process another service option, enter A in this field or press [ENTER] to display the next screen.

(a)   When you enter A, the cursor moves back to the ENTER SERVICE OPTION HERE field. Repeat steps c and d to process the next service option.

(b)   When you press [ENTER], the Section E - Meals Served Requiring Reimbursement Screen AJK-694 is displayed.

6.7.8 Section E - Meals Served Requiring Reimbursement Screen AJK-694. Use this screen (fig. 6.7-6) to enter headcounts for meals served requiring reimbursement.

```
DO YOU WANT TO ENTER DATA ON THIS SCREEN   ?:Yes  No
Enter data on this screen?
[                                                                            ]
DATE:  [10 Apr 92]              DINING FACILITY ACCOUNT                  AJK-694
CUSTOMER ID:  [YDF012]    SECTION E - MEALS SERVED REQUIRING REIMBURSEMENT
REIMBURSE OPTION     OPTION DESCRIPTION        REIMBURSE OPTION      OPTION DESCRIPTION
       1             US ARMY RESERVE                  6             US MC RESERVE
       2             US ARMY NATIONAL GUARD           7             AIR NATIONAL GUARD
       3             US ARMY ROTC-SENIOR              8             MILITARY ASST PROGM
       4             US AIR FORCE RESERVE             9             OTHER
       5             US NAVY RESERVE
                     ENTER MEALS SERVED/REIMBURSEMENT OPTION HERE:  [1]


                     DATES:      [10 Apr 90]        [        ]        [          ]
AFTER ENTERING       BREAKFAST   [    500]          [        ]          [        ]
HEADCOUNT DATA       LUNCH       [    500]          [        ]          [        ]
   DEPRESS <ESC>     DINNER      [    500]          [        ]          [        ]
                     BRUNCH      [      0]          [        ]          [        ]
                     SUPPER      [      0]          [        ]          [        ]


                     ENTER OPTION   [C]   AND DEPRESS <ENTER>
              TO PROCESS ANOTHER REIMBURSE OPTION, ENTER ''A'' HERE:  [ ]
Enter  'C'  to Confirm, or  'R'  to Restart
```

Figure 6.7-6. Section E - Meals Served Requiring Reimbursement Screen (AJK-694).

a. The message: **DO YOU WANT TO ENTER DATA ON THIS SCREEN?: Yes No** is displayed at the top of the screen.

b. Select No and a message is displayed: **UPDATING FILES, PLEASE WAIT!!!** Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.7.10 for processing instructions.

OR

c. Select Yes and enter headcounts for meals requiring reimbursement.

(1) Enter a reimbursement option from the screen display and the cursor moves to the BREAKFAST field.

(2) Enter headcounts for the dates displayed. Press [ENTER] after each entry.

d. When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1) To correct your entries, enter R. The cursor moves back to the REIMBURSEMENT OPTION HERE field.

(2) To confirm your entries, enter C. The cursor moves to the HERE field.

(3) To process another reimbursement option, enter A in this field or press [ENTER] to continue processing.

(a) When you enter A, the cursor moves back to the REIMBURSEMENT OPTION HERE field. Repeat steps c and d to process the next option.

(b) When you press [ENTER], a message is displayed: **UPDATING FILES, PLEASE WAIT !!!** Then, the Repeat Processing Ring Menu is displayed.

6.7.9 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.7-7) to restart this process, continue processing, return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT?:     A     B     R     X
Restart the Process Just Completed?
```

Figure 6.7-7. Interrupt Processing Ring Menu.

a. Select A and you can re-enter headcount information for the same customer or enter information for a new one.

b. Select B and you can continue processing on the same screen.

c. Select R and the Financial Accounting Command Menu is displayed.

d. Select X and the system login screen is displayed.

6.7.10 Repeat Processing Ring Menu. Use this ring menu (fig. 6.7-8) when you finish posting headcount data. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE DATA PROCESS??:        YES        NO
Reenter the process that was just completed?
```

Figure 6.7-8. Repeat Processing Ring Menu

a. REPEAT THE DATA PROCESS?: YES NO is displayed at the top of the screen.

b. Select Yes and you can post headcount data for another customer.

OR

c. Select No and the Financial Accounting Command Menu is displayed.

6.7.11 Headcount Maintenance Procedures. Use these procedures to correct headcounts for off-line customers ONLY. Reversing duplicate headcounts is a two-part procedure and must be done separately from regular headcount adjustments. See paragraph 6.7.12 for processing instructions.

a. Off-line dining facilities must give you a copy of the Headcount Record (DA Form 3033). The customer must give you a report for each date and meal requiring an adjustment. For example, if the original headcount total is 348 and the corrected headcount total is 358, the entry for TOTAL HEADCOUNT on PCN AJK-A01 should be 348 (358 = +10). You would enter 10 on the Section C - Post Headcount Data Screen AJK-690 for the meal being corrected. See figure 6.7-9 for an example of a corrected system report.

b.   The customer must get approval from their respective food advisor before asking TISA personnel to adjust headcounts.

```
DATE: 08 Oct 97              HEADCOUNT/CASH COLLECTED REPORT              PCN AJK-A01
ACT CODE:  YDF001


      MEAL DATE:   10/01/1997                  MEAL TYPE:   DIN

SIK HC                      215      PAYROLL DEDUCTION                        0

BAS SMR    (16 = -4)         20      CASH COLLECTED                     $55.00

BAS DMR                       3      CASH COLLECTED                      $6.55


                                     US ARMY ROTC                             0

ACTIVE US AIR FORCE(27 = +5) 22      US NAVY RESERVES                         0

ACTIVE US NAVY                0      AIR NATIONAL GUARD                       0

ACTIVE US MARINES             0      OTHERS                                   0

ARNG          (61 = +2)      59      FAO ACTION             (4 = +4)          0

USAR          (35 = +3)      32

US ARMY (MAP)                 0      TOTAL HEADCOUNT      (358 = +10)       348

                                                            END PAGE   1
```

Figure 6.7-9. Corrected Headcount/Cash Collected Report (PCN AJK-A01).

6.7.11.1 Maintenance Option for Section A - Subsistence Report Screen AJK-689. Use the following procedures to correct headcounts already on file at the TISA. To adjust headcount data, select F from the Financial Accounting Command Menu. The Section A - Subsistence Report Screen (fig. 6.7-10) is displayed. The cursor is positioned in the MAINTENANCE HERE [ ] field.

<u>HOLIDAY MEAL FIELDS</u>   <u>MAINTENANCE HERE FIELD</u>

```
            FOR MAINTENANCE ENTER AN 'M' - FOR INPUT DEPRESS <ENTER> HERE:   [M]

DATE:  [08 Oct 92]                 DINING FACILITY ACCOUNT                      AJK-689
                                SECTION A - SUBSISTENCE REPORT

ENTER THE CUSTOMER ID HERE:  [YDF001]          ENTER TYPE CUSTOMER ACCOUNT HERE:   [F]

            ENTER THE DATES FOR WHICH HEADCOUNT IS BEING ENTERED HERE:
         (1) [     ] [01 Oct 92]    (2) [     ] [     ]    (3) [     ] [     ]

                       AFTER ENTERING DATES PRESS <ESC>

                    ENTER OPTION  [C]  and DEPRESS  <ENTER>
Enter  'C'  to Confirm,  'X'  to Exit, or  'R'  to Restart
```

Figure 6.7-10. Section A - Subsistence Report Screen (AJK-689) - Maintenance Option.

a.   Enter M in the MAINTENANCE HERE [ ] field and press [ENTER]. The cursor moves to the CUSTOMER ID field.

b.   Enter the customer ID code and press [ENTER]. The cursor moves to the CUSTOMER ACCOUNT field.

c.   Enter the type of customer account (A (off-line only) or F) and press [ENTER]. The cursor moves to the HOLIDAY MEAL [ ] field.

(1)   If you are correcting headcounts for Thanksgiving or Christmas, enter H in this field. Otherwise, press [ENTER] to skip it. The cursor moves to the first headcount date field.

(2)   Enter the meal date from PCN AJK-A01 and press [ENTER]. The customer information is validated and the cursor moves to the next holiday field.

(3)   Repeat steps (1) and (2) to adjust headcounts for other dates.

   d.   When you finish your entries, press [ESC]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

   (1)   To correct your entries, enter R. The cursor moves back to the first HOLIDAY MEAL [ ] field.

   (2)   To end processing, enter X. The Financial Accounting Command Menu is displayed. The files are not updated.

   (3)   To confirm your entries, enter C. The Section C - Post Headcount Data Screen AJK-690 is displayed.

6.7.11.2 Maintenance Option for Section C - Post Headcount Data. Use the following procedures to adjust headcounts on this screen (fig. 6.7-11).   The cursor is positioned in the BREAKFAST field.

```
DATE:  [08 Oct 92]                DINING FACILITY ACCOUNT                     AJK-690
CUSTOMER ID:  [YDF001]          SECTION C - POST HEADCOUNT DATA


                    ENTER THE TOTAL NUMBER SUBSISTED BY DATE AND MEAL


            DATES:          [01 Oct 92]    [          ]      [            ]
            BREAKFAST      [      0]        [      ]          [      ]
            LUNCH          [      0]        [      ]          [      ]
            DINNER         [     10]        [      ]          [      ]
            BRUNCH         [      0]        [      ]          [      ]
            SUPPER         [      0]        [      ]          [      ]



                    AFTER ENTERING HEADCOUNT DATA DEPRESS <ESC>


                      ENTER OPTION    [C]    AND DEPRESS <ENTER>



Enter  'C'  to Confirm & Continue,  'U'  to Update & Repeat, or  'R'  to Restart
```

Figure 6.7-11. Section C - Post Headcount Data Screen (AJK-690) - Headcount Adjustments.

a.   Use PCN AJK-A01 to complete the entries for adjusted headcounts:

(1)   Enter the headcount correction or 0 for no adjustment in each field. Press [ENTER] after each entry. For example, if the original headcount for dinner is 348 and the corrected headcount is 358, enter 0 in the BREAKFAST field and press [ENTER].

(2)   Enter 0 in the LUNCH field and press [ENTER].

(3)   Enter 10 in the DINNER field and press [ENTER]. The 348 is already on file and by entering 10, the corrected total on file becomes 358.

(4)   When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.

b.   To confirm your entries, enter C and press [ENTER]. The Section C - Post Headcount Data Screen AJK-691 is displayed.

6.7.11.3 Maintenance Option for Section C - Post Headcount Data Screen AJK-691. Use the following procedures to adjust headcounts on this screen (fig. 6.7-12). The cursor is positioned in the BREAKFAST field for cash meal payments.

```
[                                                                    ]
DATE:   [08 Oct 92]          DINING FACILITY ACCOUNT                   AJK-691
CUSTOMER ID: [YDF001]    SECTION C - POST HEADCOUNT DATA


                 DATES:     [01 Oct  92]     [         ]     [          ]
                 # OF MEALS FOR WHICH CASH PAYMENT WAS RECEIVED:
AFTER ENTERING     BREAKFAST  [     0]            [     ]          [     ]
HEADCOUNT DATA     LUNCH      [     0]            [     ]          [     ]
   DEPRESS <ESC>   DINNER     [    -4]            [     ]          [     ]
                   BRUNCH     [     0]            [     ]          [     ]
                   SUPPER     [     0]            [     ]          [     ]


ENTER OPTION  [C]  AND DEPRESS <ENTER>
Enter  'C'  to Confirm, or  'R'  to Restart
```

Figure 6.7-12. Section C - Post Headcount Data Screen (AJK-691) - Headcount Adjustments.

a. Use PCN AJK-A01 to complete the entries for adjusted headcounts:

(1) Enter the headcount correction or 0 for no adjustment in each field. Press [ENTER] after each entry. For example, if the original cash meal total for dinner is 20 and the corrected total is 16, enter 0 in the BREAKFAST field and press [ENTER].

(2) Enter 0 in the LUNCH field and press [ENTER].

(3) Enter -4 in the DINNER field and press [ENTER]. The 20 is already on file and by entering -4, the corrected total on file becomes 16.

(4) When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.

b. To confirm your entries, enter C and press [ENTER]. The Section C - Post Headcount Data Screen AJK-692 is displayed.

c. Repeat these procedures to correct the remaining headcounts. You must complete and confirm all the headcount screens to update the files.

d. When you complete this process, the Repeat Processing Ring Menu is displayed. See paragraph 6.7.10 for processing instructions.

e. After you adjust headcounts, use the DFA Inquiry/Print DA Form 3980-R Process (para 6.6) to review the customer's account. An entry for headcount adjustment appears for the meal date you use.

6.7.12 Reversing Duplicate Headcounts Using the Maintenance Option. Use these procedures to reverse duplicate headcounts for data already on file at the TISA. Reversing duplicate headcounts is a two-part procedure.

a. Off-line dining facilities must give you a copy of the Headcount Record (DA Form 3033). The customer must give you a report for each date and meal requiring an adjustment. For example, if the original headcount total is 784 and the corrected headcount total is 392, the entry for TOTAL HEADCOUNT on PCN AJK-A01 should be 784 (392 = -392). Because of a program problem, you must zero out the original headcount and update the file before you can reverse duplicates for the remaining headcount categories. You would enter -784 on the Section C - Post Headcount Data Screen AJK-690 to bring the total headcount value on file to 0.

b. The customer must get approval from their respective food advisor before asking the TISA personnel to adjust headcounts.

6.7.12.1 Reverse Duplicate Headcounts for Section A - Subsistence Report Screen AJK-689
(Part 1). Use the following procedures to reverse duplicate headcounts already on file at the
TISA. To reverse headcount data, select F from the Financial Accounting Command Menu. The
Section A - Subsistence Report Screen (fig. 6.7-13) is displayed. The cursor is positioned in the
MAINTENANCE HERE [ ] field.

HOLIDAY MEAL FIELDS   MAINTENANCE HERE FIELD

```
         FOR MAINTENANCE ENTER AN 'M' - FOR INPUT DEPRESS <ENTER> HERE:  [M]

DATE:  [09 Oct 92]               DINING FACILITY ACCOUNT                  AJK-689
                          SECTION A - SUBSISTENCE REPORT

ENTER THE CUSTOMER ID HERE:  [YDF012]        ENTER TYPE CUSTOMER ACCOUNT HERE:  [F]

         ENTER THE DATES FOR WHICH HEADCOUNT IS BEING ENTERED HERE:
    (1) [   ]  [02 Oct 92]    (2) [   ] [        ]   (3) [   ]   [        ]

                     AFTER ENTERING DATES DEPRESS <ESC>

                    ENTER OPTION  [C]  and DEPRESS  <ENTER>
Enter  'C'  to Confirm,  'X'  to Exit, or  'R'  to Restart
```

Figure 6.7-13. Section A - Subsistence Report Screen (AJK-689) - Reverse Duplicate
Headcounts (Part 1).

        a.   Enter M in the MAINTENANCE HERE [ ] field and press [ENTER]. The cursor
moves to the CUSTOMER ID field.

        b.   Enter the customer ID code and press [ENTER]. The cursor moves to the
CUSTOMER ACCOUNT field.

        c.   Enter the type of customer account (A or F) and press [ENTER]. The cursor moves to
the HOLIDAY MEAL [ ] field.

             (1)   If you are correcting headcounts for Thanksgiving or Christmas, enter H in this
field. Otherwise, press [ENTER] to skip it. The cursor moves to the first headcount date field.

             (2)   Enter the meal date from PCN AJK-A01 and press [ENTER]. The customer
information is validated and the cursor moves to the next holiday field field.

(4)   Repeat steps (1) and (2) to reverse headcounts for other dates.

d.   When you finish your entries, press [ESC]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1)   To correct your entries, enter R. The cursor moves back to the first HOLIDAY MEAL [ ] field.

(2)   To end processing, enter X. The Financial Accounting Command Menu is displayed. The files are not updated.

(3)   To confirm your entries, enter C. The Section C - Post Headcount Data Screen AJK-690 is displayed.

6.7.12.2 Reverse Duplicate Headcounts for Section C - Post Headcount Data Screen AJK-690 (Part 1). Use the following procedures to reverse duplicate headcounts on this screen (fig. 6.7-14). The cursors positioned in the BREAKFAST field.

```
DATE:  [09 Oct 92]              DINING FACILITY ACCOUNT                    AJK-690
CUSTOMER ID:  [YDF012]     SECTION C - POST HEADCOUNT DATA


               ENTER THE TOTAL NUMBER SUBSISTED BY DATE AND MEAL


          DATES:          [02 Oct 92]     [       ]     [       ]
          BREAKFAST       [      0]       [       ]     [       ]
          LUNCH           [      0]       [       ]     [       ]
          DINNER          [   -748]       [       ]     [       ]
          BRUNCH          [      0]       [       ]     [       ]
          SUPPER          [      0]       [       ]     [       ]



               AFTER ENTERING HEADCOUNT DATA DEPRESS <ESC>

                ENTER OPTION   [ ]   AND DEPRESS <ENTER>



Enter  'C'  to Confirm & Continue,  'U'  to Update & Repeat, or  'R'  to Restart
```

Figure 6.7-14. Section C - Post Headcount Data Screen (AJK-690) - Reverse Duplicate Headcounts (Part 1).

a.   Enter the headcount correction or 0 for no adjustment in each field. Press [ENTER] after each entry.

(1) For example, if the original headcount for dinner is 784 and the corrected headcount is 392, enter 0 in the BREAKFAST field and press [ENTER].

(2) Enter 0 in the LUNCH field and press [ENTER].

NOTE: Because of a program problem, you must zero out the original headcount and update the file before you can reverse duplicates for the remaining headcount categories.

(3) Enter -784 in the DINNER field and press [ENTER]. The 784 is already on file and by entering -784, the corrected total on file becomes 0.

(4) When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.

b. To confirm your entries and update the file, enter U and press [ENTER]. This step completes the first part of the procedure. The Repeat Processing Ring Menu (fig. 6.7-15) is displayed.

```
REPEAT THE PROCESS:      Yes        No
Reenter the process that was just completed?
```

Figure 6.7-15. Repeat Processing Ring Menu.

c. Select Yes to begin the second part of the procedure. The Section A - Subsistence Report Screen is displayed.

6.7.12.3 Reverse Duplicate Headcounts for Section A - Subsistence Report Screen AJK-689 (Part 2).

a. Repeat steps a thru c in paragraph 6.7.12.1 using the same customer ID code, account type, and meal date.

b. When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.

c. Enter C and press [ENTER]. The Section C - Post Headcount Data Screen AJK-690 is displayed.

6.7.12.4 Reverse Duplicate Headcounts for Section C - Post Headcount Data Screen AJK-690
(Part 2). Use the following procedures to correct duplicate headcounts on this screen (fig. 6.7-
16). The cursor is positioned in the BREAKFAST field.

```
DATE:  [09 Oct 92]              DINING FACILITY ACCOUNT                    AJK-690
CUSTOMER ID: [YDF012]        SECTION C - POST HEADCOUNT DATA


                  ENTER THE TOTAL NUMBER SUBSISTED BY DATE AND MEAL


          DATES:        [02 Oct 92]      [          ]      [          ]
          BREAKFAST      [    0]           [     ]           [     ]
          LUNCH          [    0]           [     ]           [     ]
          DINNER         [  392]           [     ]           [     ]
          BRUNCH         [    0]           [     ]           [     ]
          SUPPER         [    0]           [     ]           [     ]



                  AFTER ENTERING HEADCOUNT DATA DEPRESS <ESC>


                    ENTER OPTION    [C]   AND DEPRESS <ENTER>



Enter  'C'  to Confirm & Continue,  'U'  to Update & Repeat, or  'R'  to Restart
```

Figure 6.7-16. Section C - Post Headcount Data Screen (AJK-690) - Reverse Duplicate
Headcounts (Part 2).

a.   Use PCN AJK-A01 to complete the entries for reversing duplicate headcounts:

(1)   Enter the headcount correction or 0 for no adjustment in each field. Press
[ENTER] after each entry. In the example for part 1 of this procedure, you reversed the total
headcount for dinner and the value on file is 0. In part 2, you enter the correct total headcount for
that meal. For example, enter 0 in the BREAKFAST field and press [ENTER].

(2)   Enter 0 in the LUNCH field and press [ENTER].

(3)   Enter 392 in the DINNER field and press [ENTER]. The value on file is 0 and
by entering 392, the corrected total on file becomes 392. Now, you can remove the remaining
duplicates for the other headcount categories on file.

(4)   When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the
ENTER OPTION field.

b.   To confirm your entries, enter C and press [ENTER]. The Section C - Post Headcount Data Screen AJK-691 is displayed.

6.7.12.5 Reverse Duplicate Headcounts for Section C - Post Headcount Data Screen AJK-691 (Part 2). Use the following procedures to reverse duplicate headcounts on this screen (fig. 6.7-17). The cursor is positioned in the BREAKFAST field for cash meal payments.

```
[                                                                              ]
DATE: [09 Oct 92]                    DINING FACILITY ACCOUNT                  AJK-691
CUSTOMER ID: [YDF012]           SECTION C - POST HEADCOUNT DATA


                    DATES:          [02 Oct 92]          [        ]          [        ]
                    # OF MEALS FOR WHICH CASH PAYMENT WAS RECEIVED:
AFTER ENTERING      BREAKFAST        [    0]                 [      ]              [      ]
HEADCOUNT DATA      LUNCH            [    0]                 [      ]              [      ]
   DEPRESS <ESC>    DINNER           [  -20]                 [      ]              [      ]
                    BRUNCH           [    0]                 [      ]              [      ]
                    SUPPER           [    0]                 [      ]              [      ]


ENTER OPTION  [C]  AND DEPRESS <ENTER>
Enter  'C'  to Confirm, or  'R'  to Restart
```

Figure 6.7-17. Section C - Post Headcount Data Screen (AJK-691) - Reverse Duplicate Headcounts (Part 2).

a.   Use PCN AJK-A01 to complete the entries for reversing duplicate headcounts:

(1)   Enter the headcount correction or 0 for no adjustment in each field. Press [ENTER] after each entry. For example, if the original cash meal total for dinner is 40 and the corrected total is 20, enter 0 in the BREAKFAST field and press [ENTER].

(2)   Enter 0 in the LUNCH field and press [ENTER].

(3)   Enter -20 in the DINNER field and press [ENTER]. The 40 is already on file and by entering -20, the corrected total on file becomes 20.

(5)   When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.

b.   To confirm your entries, enter C and press [ENTER]. The Section C - Post Headcount Data Screen AJK-692 is displayed.

c.   Repeat these procedures to correct the remaining headcounts. You must complete and confirm all the headcount screens to update the files.

d.   When you complete this process, the Repeat Processing Ring Menu is displayed. See paragraph 6.7.10 for processing instructions.

e.   After you reverse duplicate headcounts, use the DFA Inquiry/Print DA Form 3980-R Process (para 6.6) to review the customer's account. Two entries for headcount adjustment appear for the meal date you use.

6.7.13 Outputs. No reports are printed during this process. To print the Food Cost and Feeding Strength Summary Report (PCN AJK-6H1), see paragraph 8.8.

6.8 Excess Cost Adjustments Process. Use this process to credit dining facility accounts for excess cost items.

6.8.1 Processing Restrictions. None.

6.8.2 Processing Materials. For more information, use the following materials:

a.   The memorandum provided by the U.S. Army Quartermaster School through the MACOM and installation, directing a field test for new subsistence items.

b.   Excess cost worksheets for half-pint milk.

c.   Excess cost worksheets for B-Rations.

6.8.3 Excess Costs Screen AJK-699. To process excess cost adjustments, select N from the Financial Accounting Command Menu. The next screen of the Financial Accounting Command Menu (fig. 6.10-1) is displayed. Select I from this menu and the Excess Costs Screen (fig. 6.8-1) is displayed.

a.   This screen displays data entry fields for the customer ID code, type of account, test items, 1/2 pint milk, and B-Ration excess cost dollar values. The cursor is positioned in the CUSTOMER ID field.

```
DATE: [10 Apr 92]                    DINING FACILITY ACCOUNT                      AJK-699
                                        EXCESS COSTS


CUSTOMER           TYPE CUST          DIRECTED              1/2 PINT MILK            B-RATIONS
   ID              ACCOUNT            TEST ITEM


[YDF010]             [A]              [150.00]               [50.00]              [        ]
[YDF011]             [A]              [150.00]               [50.00]              [125.00]
[YDF012]             [A]              [200.00]               [50.00]              [250.00]
[        ]           [ ]             [       ]              [       ]             [        ]
[        ]           [ ]             [       ]              [       ]             [        ]
[        ]           [ ]             [       ]              [       ]             [        ]
[        ]           [ ]             [       ]              [       ]             [        ]
[        ]           [ ]             [       ]              [       ]             [        ]
[        ]           [ ]             [       ]              [       ]             [        ]
[        ]           [ ]             [       ]              [       ]             [        ]


                       WHEN DATA ENTRY COMPLETED Depress <ESC>
                    ENTER OPTION HERE:  [C] and Depress <ENTER>


Enter   'C'   TO CONFIRM,   'X'   TO EXIT OR   'R'   TO RE-ENTER
```

Figure 6.8-1. Excess Costs Screen (AJK-699).

b.   Enter a customer ID code and press [ENTER].

c.   Enter the type of customer account (A or F) and press [ENTER].

d.   Enter the excess cost for test items and press [ENTER]. To skip this field, press [ENTER] with no entry.

e.   Enter the cost for 1/2 pint milk and press [ENTER], or press [ENTER] with no entry.

f.   Enter the cost for B-Rations and press [ENTER], or press [ENTER] with no entry.

g.   Repeat steps b thru f to add more data.

h.   When you finish your entries, press [ESC]. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

(1)   Enter C and a message is displayed: **UPDATING FILES - - PLEASE WAIT**. Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.8.5 for processing instructions.

(2)   Enter R and you can correct your entries. The cursor moves back to the CUSTOMER ID field.

(3)   Enter X and the Repeat Processing Ring Menu is displayed.

i.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed.

6.8.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.8-2) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT:          RESTART    A       X
RESTART CURRENT PROCESS
```

Figure 6.8-2. Interrupt Processing Ring Menu.

a.   Select RESTART, and you can re-enter excess cost dollar amounts for the same customer(s) or enter dollar amounts for new one(s).

b.   Select A and the Financial Accounting Command Menu is displayed.

c.   Select X and the system login screen is displayed.

6.8.5 Repeat Processing Ring Menu. Use this ring menu (fig. 6.8-3) when you finish processing excess cost adjustments. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE PROCESS?:      Yes      No
Re-Enter The Process That Was Just Completed?
```

Figure 6.8-3. Repeat Processing Ring Menu.

a.   REPEAT THE PROCESS?: Yes No is displayed at the top of the screen.

b.   Select Yes and you can process another excess cost adjustment.

OR

c.   Select No and a message is displayed: **END OF PROGRAM - EXITING!** Then, the Financial Accounting Command Menu is displayed.

6.8.6 Outputs. No reports are printed during this process.

6.9 Reduced Price Commissary Items Process. Use this process to adjust customer accounts for subsistence received from the commissary at reduced prices.

6.9.1 Processing Restrictions. Dining facilities only receive reduced price commissary items when recommended by the Military Veterinary Service (MVS) to prevent a total loss to the government.

6.9.2 Processing Materials. Commissary officers must use DA Form 3161 (Request for Issue or Turn-in) to transfer the reduced price items to dining facilities. A signed copy must be given to TISA for processing.

6.9.3 Adjustment for Reduced Price Commissary Items Screen AJK-805. To process adjustments for reduced price commissary items, select N from the Financial Accounting Command Menu. The next screen of the Financial Accounting Command Menu (fig. 6.10-1) is displayed. Select J from this menu and the Adjustment for Reduced Price Commissary Items Screen (fig. 6.9-1) is displayed. The cursor is positioned in the DOC NO field.

```
[                                                                        ]
DATE:  [10 Apr 92]              DINING FACILITY ACCOUNT                AJK-805
                    ADJUSTMENT FOR REDUCED PRICE COMMISSARY ITEMS
DOC NO:   [0001]


CUSTOMER ID        TYPE ACCT     CUSTOMER ID     TYPE ACCT     CUSTOMER ID     TYPE ACCT

 [YDW001]             [A]        [YDW002]           [A]        [YDW003]           [A]
 [YDW004]             [A]        [YDW005]           [A]        [       ]          [ ]
 [       ]            [ ]        [       ]          [ ]        [       ]          [ ]
 [       ]            [ ]        [       ]          [ ]        [       ]          [ ]
 [       ]            [ ]        [       ]          [ ]        [       ]          [ ]
 [       ]            [ ]        [       ]          [ ]        [       ]          [ ]
 [       ]            [ ]        [       ]          [ ]        [       ]          [ ]
 [       ]            [ ]        [       ]          [ ]        [       ]          [ ]
 [       ]            [ ]        [       ]          [ ]        [       ]          [ ]
 [       ]            [ ]        [       ]          [ ]        [       ]          [ ]
 [       ]            [ ]        [       ]          [ ]        [       ]          [ ]


     WHEN ALL CUSTOMER ID(S) HAVE BEEN ENTERED, DEPRESS <ESC>
ENTER TYPE OF ACCOUNT  (A  =  ARCS / F = FRIS)
```

Figure 6.9-1. Adjustment for Reduced Price Commissary Items Screen (AJK-805).

        a.   Enter the transfer document number from the DA Form 3161 and press [ENTER]. The cursor is positioned in the CUSTOMER ID field.

        b.   Enter a customer ID code and press [ENTER].

        c.   Enter the type customer account (A or F) and the cursor moves to the next CUSTOMER ID field.

        d.   Repeat steps b and c to add more customers.

        e.   When you finish your entries, press [ESC]. The Adjustment for Reduced Price Commissary Items Screen AJK-806 is displayed.

6.9.4 Adjustment for Reduced Price Commissary Items Screen AJK-806. Use this screen (fig. 6.9-2) to record the perishable and semiperishable dollar amounts for each customer receiving reduced price items. The cursor is positioned in the TOTAL ¤ PERISH field.

```
[                                                                             ]
DATE:  [10 Apr 92]              DINING FACILITY ACCOUNT                 AJK-806
DOC NO:   [0001]      ADJUSTMENT FOR REDUCED PRICE COMMISSARY ITEMS


CUSTOMER ID     TYPE ACCT      TOTAL $ PERISH       TOTAL $ SEMI-PERISH      TOTAL $ AMOUNT
------------    ---------      --------------       -------------------      ---------------
 [YDW001]        [A]        [     $150.00]       [        $150.00]       [        $300.00]
 [YDW002]        [A]        [    $1575.00]       [       $1500.00]       [       $3075.00]
 [YDW003]        [A]        [     $250.00]       [        $250.00]       [        $500.00]
 [YDW004]        [A]        [     $300.00]       [        $300.00]       [        $600.00]
 [YDW005]        [A]        [     $450.00]       [        $365.97]       [        $815.97]
 [        ]      [ ]        [            ]       [               ]       [               ]
 [        ]      [ ]        [            ]       [               ]       [               ]
 [        ]      [ ]        [            ]       [               ]       [               ]
 [        ]      [ ]        [            ]       [               ]       [               ]
------------------------------------------------------------------------------------------
GRAND TOTAL    $ VALUE:    >-->>[$2725.00]       [       $2565.97]       [       $5290.97]


                    WHEN DATA ENTRY COMPLETED -- DEPRESS <ESC>
                    ENTER OPTION HERE:  [     ] AND DEPRESS <ENTER>
ENTER A  'C'  TO CONFIRM,  'R'  TO REENTER OR  'X'  TO EXIT
```

Figure 6.9-2. Adjustment for Reduced Price Commissary Items Screen (AJK-806).

    a.   Enter the total dollar amount for perishable items and press [ENTER].

    b.   Enter the total dollar amount for semiperishable items and press [ENTER]. The combined total dollar amount is displayed.

    c.   Repeat steps a and b for each customer displayed.

    d.   When you finish your entries, press [ESC] and the grand total dollar value is displayed. Then, the cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

    (1)   Enter R and the cursor moves back to the TOTAL ¤ PERISH field. You can correct your entries.

    (2)   Enter X and the Financial Accounting Command Menu is displayed.

    (3)   Enter C and a message is displayed: **UPDATE FILES - - - - PLEASE WAIT**. Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.9.6 for processing instructions.

    e.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed.

6.9.5 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.9-3) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT:          RESTART     A     X
RESTART CURRENT PROCESS
```

Figure 6.9-3. Interrupt Processing Ring Menu.

    a. Select RESTART, and you can re-enter information on reduced price items for the same customer(s) or enter information for new one(s).

    b. Select A and the Financial Accounting Command Menu is displayed.

    c. Select X and the system login screen is displayed.

6.9.6 Repeat Processing Ring Menu. Use this ring menu (fig. 6.9-4) when you finish processing commissary reduced price items. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE PROCESS:      Yes     No
Reenter the process that was just completed?
```

Figure 6.9-4. Repeat Processing Ring Menu

    a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.

    b. Select Yes and you can process more reduced price items.

<div align="center">OR</div>

    c. Select No and the Financial Accounting Command Menu is displayed.

6.10 Voucher Register and General Control (VRGC) Subfunction.

    a. Use this subfunction to assign voucher numbers, add entries to the VRGC, flag entries as void, inquire against VRGC entries, and close the VRGC. You can also use it to reconcile the TISA's monetary transactions with those kept by the Finance and Accounting Officer (FAO). This subfunction contains six processes and two exit options:

       (1) Adjustment Vouchers (VRGC) (para 6.11).

       (2) VRGC Inquiry (VRGC) (para 6.12).

       (3) VRGC Closing (VRGC) (para 6.13).

       (4) TISA Adjustment Due to a Report of Survey (VRGC) (para 6.14).

       (5) TISA Adjustment Due to a Statement of Charges (VRGC) (para 6.15).

       (6) STARFIARS Adjustment (para 6.16).

NOTE: The VRGC Closing process takes place five to ten working days after the end of the month postings.

   b.   The Financial Accounting Command Menu Screen (fig. 6.10-1) displays the remaining Financial Accounting processes. Options I and J are the Dining Facility Account processes discussed in paragraphs 6.8 and 6.9. Use K thru S to process VRGC account information and STARFIARS adjustments. Use P to return to the previous Financial Accounting Command Menu (fig. 6.1-2). Use R to return to the TISA Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen

```
Financial Accounting Command Options:   I   J   K   L   M   O   Q   S   P   R   X
Excess Cost Adjustment
DATE:  10 APR 92              FINANCIAL ACCOUNTING COMMAND MENU              AJK-823


   OPTION              DESCRIPTION            OPTION             DESCRIPTION
    CODE                                       CODE
    I   -  EXCESS COST ADJUSTMENTS              Q  -  TISA ADJUSTMENT
                                                     DUE TO A SOC (VRGC)
    J   -  REDUCED PRICE COMMISSARY ITEMS
                                               S  -  STARFIARS ADJUSTMENT
    K   -  ADJUSTMENT VOUCHERS (VRGC)
                                               P  -  RETURN TO PREVIOUS FINANCIAL
    L   -  VRGC INQUIRY (VRGC)                        ACCOUNTING COMMAND MENU

    M   -  VRGC CLOSING (VRGC)                 R  -  RETURN TO TISA COMMAND MENU

    O   -  TISA ADJUSTMENT DUE TO A ROS        X  -  EXIT FROM TISA PROCESSING
           (VRGC)



ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.     OPTION CODE:
```

Figure 6.10-1. Financial Accounting Command Menu Screen (AJK-823).

6.11 Adjustment Vouchers (VRGC) Process. Use this process to add a voucher to the VRGC file or adjust a voucher from the previous month.

6.11.1 Processing Restrictions. None.

6.11.2 Processing Materials. For more information, use the following materials:

   a.   VRGC Form 3295-R Report (PCN AJK-2L1) from previous month (if applicable).

   b.   Adjustment Voucher DA Form 3295-1-R Report (PCN AJK-2I1).

   c.   VRGC Record For Harborcraft Issues Report (PCN AJK-XD1).

6.11.3 VRGC Adjustment Vouchers Screen AJK-789. To begin adjusting vouchers, select K
from the Financial Accounting Command Menu. The VRGC Adjustment Vouchers Screen (fig.
6.11-1) is displayed. The cursor is positioned in the VOUCHER TO BE ADJUSTED:
(MONTH) field.

```
DATE:  [10 Apr 92]              VOUCHER REGISTER GENERAL CONTROL              AJK-789
                                     ADJUSTMENT VOUCHERS


VRGC NUMBER ASSIGNED TO THIS ADJUSTMENT VOUCHER IS    [   7]
VOUCHER TO BE ADJUSTED:    (MONTH)   [APR] (VRGC NO#) [   6]
PERISHABILITY CODE:>-------------------------------->> [P]


AMOUNT OF INCORRECT ENTRY:--_____->[    $6371.95]


SHOULD HAVE BEEN:  ------------------>[    $6471.95]


ADJUSTMENT                    DEBIT:_____[        $100.00]
TO BE MADE                    CREDIT: _____[               ]


                  ENTER OPTION HERE:    [C]   AND DEPRESS <ENTER>


Enter   'C'   TO CONFIRM   OR   'X'   TO EXIT
```

Figure 6.11-1. VRGC Adjustment Vouchers Screen (AJK-789).

        a.   Enter the month for the voucher you are adjusting and press [ENTER]. Enter the
VRGC number and press [ENTER]. The perishability code and amount of the incorrect entry are
displayed.

        b.   Enter the correct dollar amount and press [ENTER]. The amount of debit or credit
adjustment to be made is displayed. The cursor moves to the ENTER OPTION HERE field.
Select one of the following options and press [ENTER] or [ESC]:

        (1)   Enter X and a message is displayed: **No Adjustment Was Made! Exiting
Current Input Session !** Then, the Repeat Processing Ring Menu is displayed. See paragraph
6.11.5 for processing instructions.

        (2)   Enter C and the following messages are displayed: **VRGC File Has Been
Updated ! IUF VRGC No. # Has Been Updated!** then, **VRGC Adjustment Voucher (DA
FORM 3295-1-R) Being Generated!** Then, the Repeat Processing Ring Menu is displayed.

        c.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is
displayed. See paragraph 6.11.4 for processing instructions.

6.11.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.11-2) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT:   RESTART   A    EXIT
RESTART CURRENT PROCESS
```

Figure 6.11-2. Interrupt Processing Ring Menu.

      a.   Select RESTART and you can re-enter information for the same voucher number or enter information for a new one.

      b.   Select A and the Financial Accounting Command Menu is displayed.

      c.   Select EXIT and the system login screen is displayed.

6.11.5 Repeat Processing Ring Menu. This ring menu (fig. 6.11-3) is displayed when you finish processing adjustment vouchers. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE PROCESS?:    Yes   No
Reenter the process that was just completed?
```

Figure 6.11-3. Repeat Processing Ring Menu.

      a.   REPEAT THE PROCESS?: Yes No is displayed at the top of the screen.

      b.   Select Yes and you can process another VRGC adjustment.

<div align="center">OR</div>

      c.   Select No and the Financial Accounting Command Menu is displayed.

6.11.6 Outputs.

      a.   The Adjustment Voucher Report DA Form 3295-1-R Report (PCN AJK-2I1) is printed when you complete this process. See appendix C for an example of this report.

      b.   AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

         (1)   File No. 30-18b, TISA Accounts (2-year file).

         (2)   Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01   DEST: Oct 03

6.12 VRGC Inquiries Process. Use this process to review transactions on the Voucher Register
General Control File (VRGC).

6.12.1 Processing Restrictions. None.

6.12.2 Processing Materials. Use a previous copy of the VRGC Form 3295-R Report (PCN
AJK-2L1) for specific voucher numbers and other necessary data.

6.12.3 VRGC Inquiries - Voucher Number Option Screen AJK-792. To query the VRGC file,
select L from the Financial Accounting Command Menu. The VRGC Inquiries - Voucher
Number Option Screen (fig. 6.12-1) is displayed. You can only run one type of inquiry at a time.

```
[                                                                       ]
DATE:  [15 Apr 92]VOUCHER REGISTER GENERAL CONTROL               AJK-792
                                  VRGC INQUIRIES


MONTH OF INQUIRY:  [P]


VOUCHER NUMBER INQUIRY:                    ENTER VOUCHER NUMBER:[5]


IAMA - PER/SEMIPER INQUIRY:                ENTER   " I"    HERE:[]


VOUCHER RANGE INQUIRY:                     ENTER BEGINNING VOUCHER NUMBER: [   ]
                                           ENTER ENDING VOUCHER NUMBER:    [   ]


BALANCE LINE INQUIRY:                      ENTER ''B'' HERE:   [   ]


ALL ENTRIES INQUIRY:                       ENTER ''A'' HERE:   [   ]


IF PRINT DESIRED :                         ENTER ''P'' HERE:   [   ]
(PRINTS ALL WITH BALANCE LINE)


                  ENTER DESIRED OPTION (ONLY ONE) AND DEPRESS <ESC>
Enter the Voucher Number  !
```

Figure 6.12-1. VRGC Inquiries - Voucher Number Option Screen (AJK-792).

6.12.3.1 VRGC Inquiries - Voucher Number Inquiry. Select this option to query by voucher
number. You can query either the current or previous month.

        a.   Enter C for current or P for the previous month and the cursor moves to the ENTER
VOUCHER NUMBER field.

        b.   Enter a voucher number and press [ESC]. The VRGC Inquiries Screen AJK-794 (fig.
6.12-2) is displayed.

        c.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is

displayed. See paragraph 6.12.4 for processing instructions.

6.12.3.2 VRGC Inquiries - Voucher Number Screen AJK-794. Use this screen (fig. 6.12-2) to review transactions for the voucher number inquiry.

    a.   This screen displays the date, voucher number, transaction description, perishable, semiperishable, and grand total dollar amount.

```
DATE:  10 Apr 92            VOUCHER REGISTER GENERAL CONTROL              AJK-794
                        VRGC INQUIRIES   Apr 1992


DATE     VOU NO   TRANSACTION DESC      TOTAL           PERISHABLE      SEMIPERISH

  7        5      DABT5992A1147LP    $     1663.20   $      1663.20   $        0.00
                                     $               $                $
                                     $               $                $
                                     $               $                $
                                     $               $                $
                                     $               $                $
                                     $               $                $
                                     $               $                $
                                     $               $                $
                                     $               $                $
                                     $               $                $
                                     $               $                $


                     AFTER VIEWING DATA DEPRESS <ESC>
```

Figure 6.12-2. VRGC Inquiries - Voucher Number Screen (AJK-794).

    b.   When you finish your review, press [ESC]. The Repeat Processing Ring Menu is displayed. See paragraph 6.12.5 for processing instructions.

6.12.3.3 Inventory Adjustment Monetary Account (IAMA) - Perishable/Semiperishable Inquiry.
 Select this option to query voucher numbers 2 and 3 only. You can query either the current or
previous month.

```
[]
DATE:  [10 Apr 92]            VOUCHER REGISTER GENERAL CONTROL            AJK-792
                                 VRGC INQUIRIES


MONTH OF INQUIRY:  [C]                       ENTER VOUCHER NUMBER:  [     ]


IAMA - PER / SEMIPER INQUIRY:               ENTER " I"  HERE:  [I]


VOUCHER RANGE INQUIRY:                      ENTER BEGINNING VOUCHER NUMBER:  [     ]
                                            ENTER ENDING VOUCHER NUMBER:     [     ]


BALANCE LINE INQUIRY:                       ENTER ''B'' HERE:    [ ]


ALL ENTRIES INQUIRY:                        ENTER ''A'' HERE:    [ ]


IF PRINT DESIRED :                          ENTER ''P'' HERE:    [ ]
(PRINTS ALL WITH BALANCE LINE)


                   ENTER DESIRED OPTION (ONLY ONE) AND DEPRESS <ESC>
```

Figure 6.12-3. VRGC Inquiries - IAMA Perishable/Semiperishable Option Screen (AJK-792).

      a.   Enter C for current or P for the previous month and the cursor moves to the ENTER
VOUCHER NUMBER field.

      b.   Move the cursor to the IAMA - PER/SEMIPER INQUIRY: ENTER "I" HERE field.
Enter I and press [ESC]. The VRGC Price Change Inquiry Screen AJK-814 (fig. 6.12-4) is
displayed.

      c.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is
displayed. See paragraph 6.12.4 for processing instructions.

6.12.3.4 VRGC Price Change Inquiry Screen AJK-814. Use this screen (fig. 6.12-4) to review transactions for vouchers 2 and 3 of the perishable/semiperishable inquiry.

     a.   This screen displays the voucher number, total debit, total credit, and net dollar amount. Transactions for voucher numbers 2 and 3 are displayed.

```
REPEAT THE PROCESS  ?:  Yes   No
Reenter the process that was just completed  ?


DATE:  10 Apr 92            VOUCHER REGISTER GENERAL CONTROL              AJK-814
                             PRICE CHANGE INQUIRY  Apr 1992


VOU NO 2-   IAMA(PER)         DEBIT                CREDIT                NET

TOTAL:                        17587.01             14179.06             3407.95




VOU NO 3-  IAMA(SEMI-PER)

TOTAL:                        3003.14              5233.60              -2230.46
```

Figure 6.12-4. VRGC Price Change Inquiry Screen (AJK-814).

     b.   The Repeat Processing Ring Menu is displayed. See paragraph 6.12.5 for processing instructions.

6.12.3.5 Voucher Range Inquiry. Select this option to query a range of voucher numbers. You can query either the current or previous month.

```
[                                                                              ]
DATE:  [10 Apr 92]              VOUCHER REGISTER GENERAL CONTROL            AJK-792
                                      VRGC INQUIRIES


MONTH OF INQUIRY:  [C]


VOUCHER NUMBER INQUIRY                           ENTER VOUCHER NUMBER:  [     ]


IAMA - PER / SEMIPER INQUIRY:                    ENTER " I"  HERE:  [ ]


VOUCHER RANGE INQUIRY:                           ENTER BEGINNING VOUCHER NUMBER:  [  1]
                                                 ENTER ENDING VOUCHER NUMBER:     [100]


BALANCE LINE INQUIRY:                            ENTER ''B'' HERE:   [ ]


ALL ENTRIES INQUIRY:                             ENTER ''A'' HERE:   [ ]


IF PRINT DESIRED:                                ENTER ''P'' HERE:   [ ]
(PRINTS ALL WITH BALANCE LINE)


                   ENTER DESIRED OPTION (ONLY ONE) AND DEPRESS <ESC>
Enter the Ending Voucher Number !
```

Figure 6.12-5. VRGC Inquiries - Voucher Range Option Screen (AJK-792).

a.   Enter C for current or P for the previous month and the cursor moves to the ENTER VOUCHER NUMBER field.

b.   Move the cursor to the ENTER BEGINNING VOUCHER NUMBER field. Enter a beginning voucher number and press [ENTER].

c.   Enter an ending voucher number and press [ESC]. The VRGC Inquiries Screen AJK-794 (fig. 6.12-6) is displayed.

d.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.12.4 for processing instructions.

6.12.3.6 VRGC Inquiries - Voucher Range Option Screen AJK-794. Use this screen (fig. 6.12-6) to review transactions for the voucher range inquiry. The date, voucher number, transaction description, perishable, semiperishable, and grand total dollar amounts are displayed. Twelve transactions can be displayed at a time.

```
DATE:  10 Apr 92           VOUCHER REGISTER GENERAL CONTROL                AJK-794
                            VRGC INQUIRIES   Apr 1992


DATE     VOU NO     TRANSACTION DESC        TOTAL         PERISHABLE         SEMIPERISH


  1        1        INV (BOOK)         $   955705.41  $   427789.28     $   527916.11
  1        4        DPSC RECEIPT       $     1794.72  $        0.00     $     1794.72
  2        5        VOIDED             $        0.00  $        0.00     $        0.00
  2        6        DPSC RECEIPT       $     1545.36  $     1545.36     $     2654.40
  2        7        DPSC RECEIPT       $     2654.50  $        0.00     $     2654.40
  2        8        SANDLER FOODS BP   $      465.11  $      189.56     $      275.55
  2        9        DABT5992A1145LP    $      226.60  $      226.60     $        0.00
  2       10        VOIDED             $        0.00  $        0.00     $        0.00
  2       11        VOIDED             $        0.00  $        0.00     $        0.00
  2       12        DPSC RECEIPT       $     1971.60  $        0.00     $     1971.60
  3       13        CMSRY PURCHASE     $    10501.05  $        0.00     $    10501.05
  8       14        DPSC RECEIPT       $     1138.40  $        0.00     $     1138.40

                            AFTER VIEWING DATA DEPRESS <ESC>
```

Figure 6.12-6. VRGC Inquiries - Voucher Range Option Screen (AJK-794).

　　a.   You can review this inquiry by using the following keys:

　　　　(1)   Use the [ENTER] or ARROW keys to scroll forward and back through the list of transactions.

　　　　(2)   Use the [F3] key to page forward and the [F4] key to page back.

　　b.   When you finish your review, press [ESC]. The Repeat Processing Ring Menu is displayed. See paragraph 6.12.5 for processing instructions.

6.12.3.7 Balance Line Inquiry. Select this option to begin the balance line inquiry. You can query either the current or previous month.

```
[                                                                          ]
DATE:  [10 Apr 92]          VOUCHER REGISTER GENERAL CONTROL          AJK-792
                                 VRGC INQUIRIES


MONTH OF INQUIRY:   [C]


VOUCHER NUMBER INQUIRY                       ENTER VOUCHER NUMBER:   [    ]


IAMA - PER / SEMIPER INQUIRY:                ENTER " I"  HERE:        [    ]


VOUCHER RANGE INQUIRY:                       ENTER BEGINNING VOUCHER NUMBER: [    ]
                                             ENTER ENDING VOUCHER NUMBER:    [    ]


BALANCE LINE INQUIRY:                        ENTER ''B'' HERE:   [B]


ALL ENTRIES INQUIRY:                         ENTER ''A'' HERE:   [ ]


IF PRINT DESIRED :                           ENTER ''P'' HERE:   [ ]
(PRINTS ALL WITH BALANCE LINE)


                    ENTER DESIRED OPTION (ONLY ONE) AND DEPRESS <ESC>
Enter  'B' !
```

Figure 6.12-7. VRGC Adjustment Vouchers Screen (AJK-789).

        a.   Enter C for current or P for the previous month and the cursor moves to the ENTER VOUCHER NUMBER field.

        b.   Move the cursor to the BALANCE LINE INQUIRY: ENTER "B" HERE field. Enter B and press [ESC]. The VRGC-Balance Line Inquiry Screen AJK-795 (fig. 6.12-8) is displayed.

        c.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.12.4 for processing instructions.

6.12.3.8 VRGC Inquiries - Balance Line Inquiry Screen AJK-795. Use this screen (fig. 6.12-8) to review transactions for the balance line inquiry.

      a.   This screen displays the debits and credits for perishables and semiperishables. A total dollar amount is displayed for each.

```
REPEAT THE PROCESS  ?:  Yes   No
Reenter the process that was just completed   ?


DATE:  10 Apr 92              VOUCHER REGISTER GENERAL CONTROL                AJK-795
                          BALANCE LINE ONLY INQUIRY    Apr 1992


                                  DEBIT                        CREDIT

TOTAL:                         $1271817.41                  $146302.29

PERISHABLE:                     $547484.51                  $110024.90

SEMIPERISHABLE:                 $724332.90                   $36277.39
```

Figure 6.12-8. VRGC Inquiries - Balance Line Inquiry Screen (AJK-795).

      b.   The Repeat Processing Ring Menu is displayed. See paragraph 6.12.5 for processing instructions.

6.12.3.9 All Entries Inquiry. Select this option to query all transactions for the VRGC. You can query either the current or previous month.

```
[                                                                          ]
DATE:  [10 Apr 92]          VOUCHER REGISTER GENERAL CONTROL          AJK-792
                                 VRGC INQUIRIES


MONTH OF INQUIRY:     [C]


VOUCHER NUMBER INQUIRY                      ENTER VOUCHER NUMBER:  [    ]


IAMA - PER / SEMIPER INQUIRY:               ENTER ``I'' HERE:  [ ]


VOUCHER RANGE INQUIRY:                      ENTER BEGINNING VOUCHER NUMBER:  [      ]
                                            ENTER ENDING VOUCHER NUMBER:     [      ]


BALANCE LINE INQUIRY:                       ENTER ``B'' HERE:  [ ]


ALL ENTRIES INQUIRY:                        ENTER ``A'' HERE:  [A]


IF PRINT DESIRED :                          ENTER ``P'' HERE:  [ ]
(PRINTS ALL WITH BALANCE LINE)


                 ENTER DESIRED OPTION (ONLY ONE) AND DEPRESS <ESC>
Enter  'A' !
```

Figure 6.12-9. VRGC Inquiries - All Entries Inquiry Option Screen (AJK-792).

    a.   Enter C for current or P for the previous month and the cursor moves to the ENTER VOUCHER NUMBER field.

    b.   Move the cursor to the ALL ENTRIES INQUIRY: ENTER "A" HERE field. Enter A and press [ESC].   The VRGC Inquiries Screen AJK-794 (fig. 6.12-10) is displayed.

    c.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.12.4 for processing instructions.

6.12.3.10 VRGC Inquiries - All Entries Inquiry Option Screen AJK-794. Use this screen (fig. 6.12-10) to review transactions for the all entries inquiry. The date, voucher number, transaction description, perishable, semiperishable, and grand total dollar amount are displayed. Twelve transactions can be displayed at a time.

```
DATE:  10 Apr 92            VOUCHER REGISTER GENERAL CONTROL              AJK-794
                              VRGC INQUIRIES   Apr 1992


DATE    VOU NO    TRANSACTION DESC       TOTAL          PERISHABLE          SEMIPERISH


  1       1       INV (BOOK)        $  955705.41  $    427789.28     $    527916.11
  1       2       IAMA PERISHABLE   $    3407.95  $      3407.95     $         0.00
  2       3       IAMA SEMIPERISHABLE $ -2230.46  $         0.00     $     -2230.46
  2       4       DPSC RECEIPT      $    1794.72  $         0.00     $      1794.72
  2       5       VOIDED            $       0.00  $         0.00     $         0.00
  2       6       DPSC RECEIPT      $    1545.36  $      1545.36     $         0.00
  2       7       DPSC RECEIPT      $    2654.40  $         0.00     $      2654.40
  2       8       SANDLER FOODS BP  $     465.11  $       189.56     $       275.55
  2       9       DABT59992A1145LP  $     226.60  $       226.60     $         0.00
  2      10       VOIDED            $       0.00  $         0.00     $         0.00
  3      11       VOIDED            $       0.00  $         0.00     $         0.00
  8      12       DPSC RECEIPT      $    1971.60  $         0.00     $      1971.60

                        AFTER VIEWING DATA DEPRESS <ESC>
```

Figure 6.12-10. VRGC Inquiries - All Entries Inquiry Option Screen (AJK-794).

    a.   You can review this inquiry by using the following keys:

       (1)   Use the [ENTER] or ARROW keys to scroll forward and back through the list of transactions.

       (2)   Use the [F3] key to page forward and the [F4] key to page back.

    b.   When you finish your review, press [ESC]. The Repeat Processing Ring Menu is displayed. See paragraph 6.12.5 for processing instructions.

6.12.3.11 VRGC Inquiries - Print Option.

    a.   Enter C for current or P for the previous month and the cursor moves to the ENTER VOUCHER NUMBER field.

    b.   Move the cursor to the IF PRINT DESIRED: ENTER "P" HERE field. Enter P and press [ESC].

    c.   The Financial Accounting VRGC Inquiries Report (PCN AJK-794) is printed. Then, the Repeat Processing Ring Menu is displayed.

6.12.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.12-11) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT?:    A   R   X
Restart  Process
```

Figure 6.12-11. Interrupt Processing Ring Menu.

     a.   Select A and you can re-enter information for the same type of inquiry or enter information for a new one.

     b.   Select R and the Financial Accounting Command Menu is displayed.

     c.   Select X and the system login screen is displayed.

6.12.5 Repeat Processing Ring Menu. This ring menu (fig. 6.12-12) is displayed when you finish processing VRGC inquiries. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE PROCESS?:    Yes   No
Reenter the process that was just completed?
```

Figure 6.12-12. Repeat Processing Ring Menu.

     a.   REPEAT THE PROCESS?: Yes No is displayed at the top of the screen.

     b.   Select Yes and you can process another VRGC inquiry.

<div align="center">OR</div>

     c.   Select No and the Financial Accounting Command Menu is displayed.

6.12.6 Outputs.

     a.   The Financial Accounting VRGC Inquiries Report (PCN AJK-794) is printed when you select the print option. See appendix C for an example of this report.

     b.   AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

     (1)   File No. 30-18b, TISA Accounts (2-year file).

(2)   Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01   DEST: Oct 03

6.13 VRGC Closing Process. Use this process to select the closing inventory you want to run.

6.13.1 Processing Restrictions. The following actions must be completed prior to running the Close VRGC process.

    a.   Make sure all issues are executed or deleted. See paragraph 5.6 for processing instructions.

    b.   Make sure all receipts are processed.

       (1)   Use the VRGC Inquiries process (para 6.14) to make sure all voucher numbers have a dollar amount or are voided.

       (2)   Use the BPA Inquiry process (para 5.7.4) to make sure all BPA receipts are closed or canceled.

       (3)   Make sure all customer and vendor DVD receipts are processed.

       (4)   Make sure all reports of survey, statement of charges, and transfers for on-line customers are processed.

       (5)   Make sure all turn-ins for off-line customers are processed.

    c.   Close all DVD obligations (if necessary). See paragraph 5.2.11 for processing instructions.

       (1)   When you exceed the obligation estimate for the current month, use the Review and Adjust DVD Obligations process (para 5.2.10), to change the quantities.

       (2)   You can correct the current PIIN, or press [ESC] with no entry to adjust the estimate.

    d.   Make sure all headcount data for the month is posted.

    e.   Flag all customer accounts for closing. See paragraph 6.3 for processing instructions.

    f.   Run the Close DF Accounts process. See paragraph 11.2.1 for processing instructions.

6.13.2 Processing Materials. None.

6.13.3 VRGC Closing Screen AJK-796. To choose the type of closing you want to run, select M from the Financial Accounting Command Menu. The VRGC Closing Screen (fig. 6.13-1) is displayed.

```
DATE:  01 Jun 93            VOUCHER REGISTER GENERAL CONTROL            AJK-796
                                    VRGC CLOSING


CLOSING OPTION                          DESCRIPTION

       1                   BOOK INVENTORY CLOSING
       2                   ACCOUNTABILITY INVENTORY CLOSING END OF MONTH
       3                   ACCOUNTABILITY INVENTORY CLOSING WITHIN THE MONTH



                   ENTER THE DESIRED CLOSING OPTION HERE: 1




Enter the Closing Option '1',  '2',  or  '3' and Depress <ENTER>
```

Figure 6.13-1. VRGC Closing Screen (AJK-796).

a.   Select the type of inventory closing option you want to run, and press [ENTER].

(1)   Use option 1 to close the VRGC when an accountable inventory is not processed.

(2)   Use option 2 to close the VRGC when an accountable inventory is processed at the end of the month.

(3)   Use option 3 to close the VRGC when an accountable inventory is processed during the month.

(4)   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.13.4 for processing instructions.

b.   When you select option 1 and all processes are not complete, the following message is displayed: **EXITING PROGRAM - - - ALL ACCOUNTS NOT CLOSED - - - SORRY**. Then, the system login screen is displayed.

c.   When you select the wrong closing option, one of the following messages can be displayed:

(1)   **ACCOUNTABLE INVENTORY TAKEN AT EOM - - MUST USE OPTION 2.** Then, the cursor moves back to the ENTER THE DESIRED CLOSING OPTION field. You can enter another option.

OR

(2)   **NO ACCOUNTABLE INVENTORY TAKEN - MUST USE OPTION 1**, Then, the cursor moves back to the ENTER THE DESIRED CLOSING OPTION field. You can enter another option.

OR

      (2) **VRGC HAS BEEN CLOSED FOR THE MONTH --- EXITING PROCESS**.
This message is displayed when the VRGC is already closed for the month. Then, the system
login screen is displayed.

     d. When any of the inventory option can be run, a message is displayed: **ACCESSING
FILES ----- PLEASE WAIT**. Then, the CONFIRM OPTION field is displayed.

      (1) Enter C and the message: **UPDATING FILES --- PLEASE WAIT** is displayed.
The VRGC 3295-R Report (PCN AJK-2L1) or the Statement of Gains and Losses DA Form
4170-R Report (PCN AJK-2L2) is printed. Then, the Financial Accounting Command Menu is
displayed.

OR

      (2) Enter X and the Financial Accounting Command Menu is displayed.

6.13.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.13-2) to restart this process,
return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT:          RESTART    A    X
RESTART CURRENT PROCESS
```

Figure 6.13-2. Interrupt Processing Ring Menu.

a.   Select RESTART, and you can re-enter information for the same VRGC closing option or enter information for a new one.

b.   Select A and the Financial Accounting Command Menu is displayed.

c.   Select X and the system login screen is displayed.

6.13.5 Outputs.

a.   The VRGC Form 3295-R Report (PCN AJK-2L1) or the Statement of Gains and Losses DA Form 4170-R Report (PCN AJK-2L2) is printed when you complete this process. See appendix C for examples of these reports.

b.   AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1)   File No. 30-18b, TISA Accounts (2-year file).

(2)   Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01   DEST: Oct 03

6.14 TISA Adjustment Due to a Report of Survey - ROS (VRGC) Process. Use this process to begin a report of survey adjustment by line item option or total dollar value option.

6.14.1 Processing Restrictions. Run this process when an unidentifiable loss is found at the TISA.

6.14.2 Processing Materials. The DA Form 4697 (Report of Survey) is prepared for the list of items and held in suspense until final action is taken by the approving authority under AR 735-5 (Policies and Procedures for Property Accountability).

6.14.3 TISA Adjustment Due to a Report of Survey Screen AJK-659. To adjust the TISA
account and inventory balance on hand for a report of survey, select O from the Financial
Accounting Command Menu. The TISA Adjustment Due to a Report of Survey Screen (fig.
6.14-1) is displayed.

```
[                                                                              ]
DATE:  [10 Apr 92]           VOUCHER REGISTER GENERAL CONTROL          AJK-659
                        TISA ADJUSTMENT DUE TO A REPORT TO SURVEY


                 REPORT OF SURVEY OPTION          OPTION DESCRIPTION
                          1                        LINE ITEM
                          2                        TOTAL DOLLAR VALUE
                   ENTER REPORT OF SURVEY OPTION HERE:  [1]


 Line Item          Enter Report of Survey No.:    [001 ]
 Option


 Total Dollar       Enter Report of Survey No. :     [    ]
 Value Option       Enter Perishable $ Value:        [         ]
                    Enter Semiperishable $ Value:    [         ]

          Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>


          Enter Total Dollar Value Option here: [   ]   and Depress <ENTER>
Enter the Report of Survey Option and Depress <ENTER>
```

Figure 6.14-1. TISA Adjustment Due to a Report Of Survey Screen (AJK-659).

6.14.3.1 Line Item Option. To begin processing line item adjustments, select 1 and press
[ENTER].

     a.   Enter a report of survey number and press [ENTER].

     b.   The TISA Adjustment Due to a Report of Survey Screen AJK-660 (fig. 6.14-2) is
displayed.

6.14.3.2 TISA Adjustment Due to a Report of Survey Screen AJK-660. Use this screen (fig. 6.14-2) to enter the TIINs and quantities for the items you survey. The cursor is positioned in the TIIN field.

```
DATE:  [10 Apr 92]              VOUCHER REGISTER GENERAL CONTROL                AJK-660
                            TISA ADJUSTMENT DUE TO A REPORT TO SURVEY

                                   ROS NO:   [001]


        TIIN                QTY                      TIIN              QTY

     [403-9592]           [120]                   [655-8410]         [110]
     [182-6058]           [220]                   [        ]         [   ]
     [        ]           [   ]                   [        ]         [   ]
     [        ]           [   ]                   [        ]         [   ]
     [        ]           [   ]                   [        ]         [   ]
     [        ]           [   ]                   [        ]         [   ]

                   ENTER THE TIIN AND QTY FOR EACH LINE ITEM ENTRY:

                          WHEN COMPLETE PRESS <ESC>


ENTER THE TIIN AND DEPRESS <ENTER>
```

Figure 6.14-2. TISA Adjustment Due to a Report Of Survey Screen (AJK-660) - Line Item Option.

    a.   Enter a TIIN and press [ENTER].

    b.   Enter a quantity and press [ENTER].

    c.   Repeat steps a and b to add more items.

    d.   When you finish your entries, press [ESC]. The TISA Adjustment Due to a Report of Survey Screen AJK-661 (fig. 6.14-3) is displayed.

6.14.3.3 TISA Adjustment Due to a Report of Survey Screen AJK-661. Use this screen (fig. 6.14-3) to review and adjust the survey data or exit this option.

     a.   This screen displays the NSN/MCN, item name, unit of issue, unit price, quantity, and extended price for each item.

     b.   You can review or adjust survey data. The cursor is positioned in the NSN/MCN field for the first item. Six items can be displayed at a time.

```
DATE:  10 Apr 92              VOUCHER REGISTER GENERAL CONTROL                AJK-661
                          TISA ADJUSTMENT DUE TO A REPORT TO SURVEY


                             ROS NUMBER:   001


                                                   UNIT              EXTENDED
       NSN/MCN             ITEM NAME           UI   PRICE     QTY      PRICE


8905-00-403-9592    BACON SLICED FZN SHINGLE       LB   $1.13     120      $135.60
8905-00-655-8410    BEEF LIVER SLICED             LB   $0.71     110       $78.10
8905-01-182-6058    HAM SECTION & FORMED          LB   $2.00     220      $440.00



                             Grand Total Extended Price                   $653.70


                             ENTER OPTION HERE:         and DEPRESS <ENTER>

Enter  'C'  to Confirm,  'R'  to Reenter, or  'X'  to Exit
```

Figure 6.14-3. TISA Adjustment Due to a Report of Survey Screen (AJK-661) - Line Item Option.

     c.   Use the [ENTER] or ARROW keys to scroll forward and back through the list by line.

     d.   Use the [F3] key to page forward and the [F4] key to page back.

     e.   To add an item to the survey, press [F1] to open a space on the screen.

     (1)   Enter an NSN/MCN from the Master Item File Report (PCN AJK-MIF) and press [ENTER]. The cursor moves to the QTY field.

     (2)   Enter a quantity and press [ENTER]. The item name, unit price, and extended price are displayed. The cursor moves to the next NSN/MCN field so you can add another item.

      f.   To delete an item, move the cursor to that item and press the [F2] key.

      (1)   That item is deleted and the next one is displayed.

      (2)   Repeat this step to delete more items.

      g.   When you finish your entries, press [ESC] and the grand total extended price is displayed. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

      (1)   To change the survey data, enter R. The cursor moves back to the NSN/MCN field.

      (2)   To exit this screen, enter X. The Repeat Processing Ring Menu is displayed. See paragraph 6.14.5 for processing instructions.

      (3)   To confirm the survey data, enter C. A message is displayed: **Updating Files ---- Please Wait**. Then, the Repeat Processing Ring Menu is displayed.

6.14.3.4 Total Dollar Value Option. To begin processing the total dollar value option (fig. 6.14-4), select 2 and press [ENTER].

```
DATE:  [10 Apr 92]            VOUCHER REGISTER GENERAL CONTROL            AJK-659
                          TISA ADJUSTMENT DUE TO A REPORT TO SURVEY


                   REPORT OF SURVEY OPTION          OPTION DESCRIPTION
                            1                       LINE ITEM
                            2                       TOTAL DOLLAR VALUE
                     ENTER REPORT OF SURVEY OPTION HERE:  [2]


Line Item           Enter Report of Survey No.:[          ]
Option


Total Dollar        Enter Report of Survey No.:       [002]
Value Option        Enter Perishable $ Value:         [   $500.00]
                    Enter Semiperishable $ Value:     [  $1000.00]


     Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>


     Enter Total Dollar Value Option here:    [C]   and Depress <ENTER>
Enter  'C'  to Confirm,  'X'  to Exit,  or  'R'  to Reenter
```

Figure 6.14-4. TISA Adjustment Due to a Report Of Survey Screen (AJK-659) - Total Dollar Value Option.

      a. Enter a report of survey number and press [ENTER].

b.   Enter the total dollar amount for perishable items and press [ENTER].

c.   Enter the total dollar amount for semiperishable items and press [ENTER] or [ESC]. The cursor moves to the ENTER TOTAL DOLLAR VALUE OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

(1)   Enter R and the cursor moves back to the ENTER REPORT OF SURVEY NO. field. You can correct your entries.

(2)   Enter X and the Financial Accounting Command Menu is displayed.

(3)   Enter C and a message is displayed: **Updating Files ---- Please Wait**. Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.14.5 for processing instructions.

d.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed.

6.14.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.14-5) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

```
INTERRUPT:     RESTART    A    X
RESTART CURRENT PROCESS
```

Figure 6.14-5. Interrupt Processing Ring Menu.

a.   Select RESTART and you can re-enter report of survey information for the same customer or enter information for a new one.

b.   Select A and the Financial Accounting Command Menu is displayed.

c.   Select X and the system login screen is displayed.

6.14.5 Repeat Processing Ring Menu. This ring menu (fig. 6.14-6) is displayed when you finish processing adjustments due to a report of survey. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE PROCESS:    Yes    No
Reenter the process that was just completed?
```

Figure 6.14-6. Repeat Processing Ring Menu.

a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.

b. Select Yes and you can process another survey adjustment.

OR

c. Select No and the Financial Accounting Command Menu is displayed.

6.14.6 Outputs. No reports are printed during this process.

6.15 TISA Adjustment Due to a Statement of Charges - SOC (VRGC) Process. Use this process to begin a statement of charges adjustment by line item or total dollar value.

6.15.1 Processing Restrictions. Run this process when there are known facts of neglect or damage to government items and TISA personnel agree to pay for those items.

6.15.2 Processing Materials. The DD Form 362 (Statement of Charges for Government Property Lost Damaged or Destroyed) is prepared for the list of items and forwarded to the Finance and Accounting Officer (FAO) for deduction from one's pay.

6.15.3 TISA Adjustment Due to a Statement of Charges Screen AJK-662. To adjust the TISA account and inventory balance on hand for a statement of charges, select Q from the Financial Accounting Command Menu. The TISA Adjustment Due to a Statement of Charges Screen (fig. 6.15-1) is displayed.

```
[]
DATE:  [10 Apr 92]          VOUCHER REGISTER GENERAL CONTROL              AJK-662
                       TISA ADJUSTMENT DUE TO A STATEMENT OF CHARGES


                STATEMENT OF CHARGES OPTION         OPTION DESCRIPTION
                             1                      LINE ITEM
                             2                      TOTAL DOLLAR VALUE
                 ENTER STATEMENT OF CHARGES OPTION HERE:  [  1]


Line Item Option          Enter SOC No.                    [003]


Total Dollar              Enter SOC No. :                  [    ]
Value Option              Enter Perishable  $  Value:      [            ]
                          Enter Semiperishable  $  Value:  [            ]


         Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>


      Enter Total Dollar Value Option here:     [    ]    and Depress <ENTER>
Enter the Statement of Charges No.  and Depress <ENTER>
```

Figure 6.15-1. TISA Adjustment Due to a Statement of Charges Screen (AJK-662).

6.15.3.1 Line Item Option. To begin line item adjustments, select 1 and press [ENTER].

    a.   Enter a statement of charges number and press [ENTER].

    b.   The TISA Adjustment Due to a Statement of Charges Screen AJK-663 is displayed.

6.15.3.2 TISA Adjustment Due to a Statement of Charges Screen AJK-663. Use this screen (fig. 6.15-2) to enter TIINs and quantities for the SOC items. The cursor is positioned in the TIIN field.

```
[                                                                          ]
DATE:  [10 Apr 92]            VOUCHER REGISTER GENERAL CONTROL          AJK-663
                      TISA ADJUSTMENT DUE TO A STATEMENT OF CHARGES


                             SOC NO:   [003]


           TIIN           QTY                   TIIN           QTY

        [782-3195]     [    60]            [262-7274]      [  120]
        [       ]      [      ]            [       ]       [     ]
        [       ]      [      ]            [       ]       [     ]
        [       ]      [      ]            [       ]       [     ]
        [       ]      [      ]            [       ]       [     ]
        [       ]      [      ]            [       ]       [     ]

              ENTER THE TIIN AND QTY FOR EACH LINE ITEM ENTRY:

                       WHEN COMPLETE PRESS <ESC>


ENTER THE TIIN and Depress <ENTER>
```

Figure 6.15-2. TISA Adjustment Due to a Statement of Charges Screen (AJK-663) - Line Item Option.

    a.   Enter a TIIN and press [ENTER].

    b.   Enter a quantity and press [ENTER].

    c.   Repeat steps a and b to add more items.

    d.   When you finish your entries, press [ESC]. The TISA Adjustment Due to a Statement of Charges Screen AJK-664 (fig. 6.15-3) is displayed.

6.15.3.3 TISA Adjustment Due to a Statement of Charges Screen AJK-664. Use this screen (fig.
6.15-3) to review and adjust the survey data or exit this option.

     a. This screen displays the NSN/MCN, item name, unit of issue, unit price, quantity, and
extended price for each item.

     b. You can review or adjust the SOC data. The cursor is positioned in the NSN/MCN
field for the first item. Six items can be displayed at a time.

```
DATE:  10 Apr 92            VOUCHER REGISTER GENERAL CONTROL              AJK-664
                     TISA ADJUSTMENT DUE TO A STATEMENT OF CHARGES


                               SOC No: 003


                                                UNIT              EXTENDED
         NSN/MCN            ITEM NAME        UI  PRICE    QTY         PRICE

8910-00-782-3195   BUTTER PATTIES SURPLUS    LB  $0.12     60        $7.20
8905-00-262-7274   TURKEY BNLS RAW           LB  $1.51    120      $181.20




After Data Entry                       Grand Total Extended Price    $188.40
Depress <ESC>
                                ENTER OPTION HERE:    and DEPRESS <ENTER>
```

Figure 6.15-3. TISA Adjustment Due to a Statement of Charges Screen (AJK-664) - Line Item
Option.

     c. Use the [ENTER] or ARROW keys to scroll forward and back through the list by line.

     d. Use the [F3] key to page forward and the [F4] key to page back.

     e. To add an item to the SOC, press [F1] to open a space on the screen.

     (1) Enter an NSN/MCN from the Master Item File Report (PCN AJK-MIF) and
press [ENTER]. The cursor moves the QTY field.

     (2) Enter a quantity and press [ENTER]. The item name, unit price, and extended
price are displayed. The cursor moves to the next NSN/MCN field so you can add another item.

f.   To delete an item, move the cursor to that item and press the [F2] key.

(1)   That item is deleted and the next one is displayed.

(2)   Repeat this step to delete more items.

g.   When you finish your review, press [ESC] and the grand total extended price is displayed. Then, the cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

(1)   To change your statement of charges data, enter R. The cursor moves back to the NSN/MCN field.

(2)   To exit this process, enter X. The Repeat Processing Ring Menu is displayed. See paragraph 6.15.5 for processing instructions.

(3)   To confirm the data, enter C. A message is displayed: **Updating Files ----- Please Wait**. Then, the Repeat Processing Ring Menu is displayed.

6.15.3.4 Total Dollar Value Option. To begin processing the total dollar value option (fig. 6.15-4), select 2 and press [ENTER].

```
DATE:  [10 Apr 92]              VOUCHER REGISTER GENERAL CONTROL              AJK-662
                         TISA ADJUSTMENT DUE TO A STATEMENT OF CHARGES


              STATEMENT OF CHARGES OPTION          OPTION DESCRIPTION
                         1                         LINE ITEM
                         2                         TOTAL DOLLAR VALUE
                   ENTER STATEMENT OF CHARGES OPTION HERE:    [ 2 ]


Line Item Option          Enter SOC No. [      ]


Total Dollar              Enter SOC No. :                 [004]
Value Option              Enter Perishable $ Value:       [    $500.00]
                          Enter Semiperishable $ Value:   [    $500.00]


          Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>


       Enter Total Dollar Value Option here:  [C]   and Depress <ENTER>
    Enter  'C'   to Confirm,   'X'   to Exit, or   'R'   to Reenter
```

Figure 6.15-4. TISA Adjustment Due to a Statement of Charges Screen (AJK-662) - Total Dollar Value Option.

a.   Enter a statement of charges number and press [ENTER].

b.   Enter the total dollar amount for perishable items and press [ENTER].

c.   Enter the total dollar amount for semiperishable items and press [ENTER] or [ESC]. The cursor moves to the ENTER TOTAL DOLLAR VALUE OPTION field. Select one of the following options and press [ENTER] or [ESC]:

(1)   Enter R and the cursor moves back to the ENTER SOC NO. field. You can correct your entries.

(2)   Enter X and the Financial Accounting Command Menu is displayed.

(3)   Enter C and a message is displayed: **Updating Files ----- Please Wait**. Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.15.5 for processing instructions.

d.   To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.15.4 for processing instructions.

6.15.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.15-5) to restart this process, return to the File Maintenance Command Menu, or exit processing.

```
INTERRUPT:   RESTART   A   X
RESTART CURRENT PROCESS
```

Figure 6.15-5. Interrupt Processing Ring Menu.

a.   Select RESTART and you can re-enter SOC information for the same customer or enter information for a new one.

b.   Select A and the Financial Accounting Command Menu is displayed.

c.   Select X and the system login screen is displayed.

6.15.5 Repeat Processing Ring Menu. This ring menu (fig. 6.15-6) is displayed when you finish processing adjustments due to an SOC. You can restart this process or exit to the Financial Accounting Command Menu.

```
REPEAT THE PROCESS:   Yes   No
Reenter the process that was just completed?
```

Figure 6.15-6. Repeat Processing Ring Menu.

a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.

b. Select Yes and you can process another SOC adjustment.

OR

c. Select No and the Financial Accounting Command Menu is displayed.

6.15.6 Outputs. No reports are printed during this process.

6.16 STARFIARS Adjustment Process. Use this process to adjust transactions you want processed through STARFIARS.

6.16.1 Processing Restrictions. None.

6.16.2 Processing Materials. For more information, use the following materials:

a. The TISA Daily Transaction Register Report (PCN AJK-6M1).

b. The TISA Monthly Transaction Register Report (PCN AJK-6N1).

c. The Ledger History Report - Invt - Commissary - Reserved (PCN ALF-25A).

d. The AFMIS STARFIARS Tape Transactions Report (PCN AJK-1Q1).

6.16.3 STARFIARS Adjustment Menu Screen AJK-894. To begin STARFIARS adjustments, select S from the Financial Accounting Command Menu. The STARFIARS Adjustment Menu (fig. 6.16-1) is displayed. From this screen, you can select the type of transaction you want to adjust. The document identifier code (DIC) is displayed in the top left corner of each processing screen. It matches the option you choose.

NOTE: Programs have been corrected to ensure proper posting of the following DIC(s):

ZH4 - The last 4-digits of the PIN are no longer passed to STARFIARS as a part of the document number.

ZHH - The last 4-digits of the document number are no longer passed to STARFIARS as part of the PIN.

```
DIC:   A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   P   Q   eXit
Go to AJK 888-ZMS


DATE:04 Aug 92 STARFIARS ADJUSTMENT MENU AJK-894



                      SELECT THE DESIRED PROCESSING OPTION:


                      A.   ZMS              J.   D6U
                      B.   ZMT              K.   D6L
                      C.   ZHG              L.   D7L
                      D.   ZH4              M.   D7Z
                      E.   D8A              N.   ZHH
                      F.   D9A              O.   A5A
                      G.   D9G              P.   D6K
                      H.   D6A              Q.   D7K
                      I.   D6B              eXit
```

Figure 6.16-1. STARFIARS Adjustment Menu Screen (AJK-894).

a.   Use the [SPACE BAR] to highlight the option you want and press [ENTER].

OR

b.   Enter the letter of the option you want.

OR

c.   Select eXit and the Financial Accounting Command Menu is displayed.

NOTE: When you want to change entries on any of the processing screens, press the [ENTER]
key before you press [ESC] in the last data entry field. The cursor moves back to the first field.
Use the [ENTER] key to move down to the field you want and enter your change.

6.16.3.1 Option A. Select a ZMS transaction code to begin the STARFIARS adjustment for a gain during price changes. The Price Change (Gain) Screen (fig. 6.16-2) is displayed.

```
DATE:  04 Jan 92                STARFIARS TRANSACTIONS                    AJK-888
                                  PRICE CHANGE (GAIN)
--------------------------------------------------------------------------------
[                                                                               ]


DIC     ZMS


DODAAC/DOC NO.         [W26QKQ]        [2002]          [9016]
                                    (Julian Date)    (Serial No.)


EXTENDED PRICE        [976.00]

                            <PRESS ESC KEY WHEN FINISHED>

          ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-2. STARFIARS Transactions Price Change (Gain) Screen (AJK-888)

a. The TISA DODAAC is displayed. The cursor is positioned in the JULIAN DATE field.

b. Enter a four-digit Julian date (current or previous year) and the cursor moves to the SERIAL NO field.

NOTE: When any of the remaining STARFIARS screens requires a Julian date entry, the year for that transaction can only be for the current or previous year.

c. Enter a four-digit serial number and the cursor moves to the EXTENDED PRICE field.

NOTE: When any of the following STARFIARS screens requires a serial number as part of the Julian date, this field can't consist of any spaces or special characters.

d. Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1)   Enter Y and the screen is cleared so you can enter new price change information.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

e.   If you make an invalid entry in any of the fields, an error message is displayed and the cursor moves back to that field.

NOTE: To interrupt any of the STARFIARS adjustment processes, press [DELETE]. The following messages are displayed: **Record not added to table**; then, **Would you like to enter another record (y/n)?**

(1)   Enter Y and the screen is cleared so you can enter new adjustment information.

OR

(2)   Enter N and the STARFIARS Adjustment Menu Screen AJK-894 is displayed.

6.16.3.2 Option B. Select a ZMT transaction code to begin the STARFIARS adjustment for a loss during price changes. The Price Change (Loss) Screen (fig. 6.16-3) is displayed.

```
DATE:  04 Jan 92                STARFIARS TRANSACTIONS                      AJK-879
                                 PRICE CHANGE (LOSS)
--------------------------------------------------------------------------------------
[                                                                                    ]


DIC      ZMT


DODAAC/DOC NO.        [W26QKQ]          [1342]        [9017]
                                     (Julian Date) (Serial No.)



EXTENDED PRICE      [    85.00]

                          <PRESS ESC KEY WHEN FINISHED>

       ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-3. STARFIARS Transactions Price Change (Loss) Screen (AJK-879)

a. The TISA DODAAC is displayed. The cursor is positioned in the JULIAN DATE field.

b. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

c. Enter a four-digit serial number and the cursor moves to the EXTENDED PRICE field.

d. Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1) Enter Y and the screen is cleared so you can enter new price change information.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.3 Option C. Select a ZHG transaction code to begin adjustments for STARFIARS local purchase obligations. The Local Purchase Obligation Screen (fig. 6.16-4) is displayed.

```
DATE:  04 Jan 92                STARFIARS TRANSACTIONS                    AJK-880
                             LOCAL PURCHASE OBLIGATION
--------------------------------------------------------------------------------
[                                                                              ]
DIC       ZHG                                       REVERSAL ?[Y]
                                                    (Enter  ''Y''  for
                                                              reversal)


DODAAC     [W26QKQ]

SUPPL ADDRESS     [Y00000]                    FUND CODE    [TK]

PROCUREMENT  INST NO (PIN)        [DABT59] [89]       [A]          [9018]
                                           (FY)   (Proc Inst Cd)   (Serial No.)
EXTENDED PRICE    [   250.00]

                          <PRESS ESC KEY WHEN FINISHED>

                    ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-4. STARFIARS Transactions Local Purchase Obligation Screen (AJK-880).

a. The cursor is positioned in the REVERSAL field.

b.   Enter Y to reverse a transaction. The TISA DODAAC is displayed and the cursor moves to the SUPPL ADDRESS field.

OR

c.   Press [ENTER] with no entry and you can create a transaction. The cursor moves to the SUPPL ADDRESS field. A default value of Y00000 is displayed.

d.   Enter a six-position supplementary address code (if required) or press [ENTER] with no entry. The cursor moves to the partially completed PROCUREMENT INST NO (PIN) field.

e.   Press [ENTER] and the cursor moves to the FY field.

f.   Enter a two-digit fiscal year code and the cursor moves to the PROCUREMENT INST CD field.

g.   Enter the procurement instrument code and the cursor moves to the SERIAL NO. field.

h.   Enter a four-digit serial number and the cursor moves to the EXTENDED PRICE field.

i.   Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1)   Enter Y and the screen is cleared so you can enter new information for local purchase obligations.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.4 Option D. Select a ZH4 transaction code to begin adjustments for STARFIARS local purchase receipts. The Local Purchase Receipt Screen (fig. 6.16-5) is displayed.

```
DATE:  04 Jan 92                  STARFIARS TRANSACTIONS                        AJK-881
                                  LOCAL PURCHASE RECEIPT
-------------------------------------------------------------------------------------
[                                                                                    ]
DIC    ZH4                                              REVERSAL ?[Y]
                                                     (Enter  ''Y''  for  reversal)
DODAAC/DOC NO          [W26QKQ]          [1342]          [9020]
                       (DODAAC)      (Julian Date)    (Serial No.)


RECEIPT STATUS CODE       [P]                       SUFFIX CODE   [     ]
                 (''P''=Partial, ''Z''=Final)


SUPPL ADDRESS    [Y00000]                        FUND CODE    [TK]


PROCUREMENT   INST NO (PIN)      [DABT59]      [91]       [A]          [9020]
                                              (FY)   (Proc Inst Cd)  (Serial No.)
EXTENDED PRICE     [       150.00]
                              <PRESS ESC KEY WHEN FINISHED>
                   ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-5. STARFIARS Transactions Local Purchase Receipt Screen (AJK-881).

   a.   The cursor is positioned in the REVERSAL field.

      (1)   Enter Y to reverse a transaction.

                                    OR

      (2)   Press [ENTER] with no entry and you can create a transaction.

   b.   The TISA DODAAC is displayed and the cursor is positioned in the JULIAN DATE field.

   c.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO field.

   d.   Enter a four-digit serial number and the cursor moves to the RECEIPT STATUS CODE field.

   e.   Enter a receipt status code (P = Partial, Z = Final) and the cursor moves to the SUFFIX CODE field.

f.   Enter a suffix code (optional) or press [ENTER] with no entry and the cursor moves to the SUPPL ADDRESS field. A default value of Y00000 is displayed.

g.   Enter a six-position supplementary address code (if required) or press [ENTER] with no entry. The cursor moves to the partially completed PROCUREMENT INST NO (PIN) field.

h.   Press [ENTER] and the cursor moves to the FY field.

i.   Enter a two-digit fiscal year code and the cursor moves to the PROC INST CD field.

j.   Enter the procurement instrument code and the cursor moves to the SERIAL NO. field.

k.   Enter a four-digit serial number and the cursor moves to the EXTENDED PRICE field.

l.   Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

(1)   Enter Y and the screen is cleared so you can enter new information for local purchase receipts.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.5 Option E. Select a D8A transaction code to begin a STARFIARS adjustment for an increase in physical inventory. The Inventory Adjustment (Increase) Screen (fig. 6.16-6) is displayed.

```
DATE:  04 Jan 92                STARFIARS TRANSACTIONS                      AJK-882
                              INVENTORY ADJ. (INCREASE)
--------------------------------------------------------------------------------------
[                                                                                    ]

DIC       D8A                                              REVERSAL ?[Y]
                                                      (Enter ``Y'' for reversal)


NSN/MCN    [8950010796944]          U/I  [BG]          QTY  [   200]

DODAAC/DOC NO      [W26QKQ]     [1342]        [9021]
                   (DODAAC)   (Julian Date)  (Serial No.)

UNIT PRICE    [      .70]


                        <PRESS ESC KEY WHEN FINISHED>

                   ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-6. STARFIARS Transaction Inventory Adj. (Increase) Screen (AJK-882).

    a.   The cursor is positioned in the REVERSAL field.

        (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

<div align="center">OR</div>

        (2)   Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

    b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

    c.   Enter the unit of issue and the cursor moves to the QTY field.

    d.   Enter the quantity and press [ENTER]. The cursor moves to the JULIAN DATE field.

    e.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

    f.   Enter a four-digit serial number and the cursor moves to the UNIT PRICE field.

    g.   Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

      (1)   Enter Y and the screen is cleared so you can enter new adjustment information for increases in physical inventory.

<div align="center">OR</div>

      (2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.6 Option F. Select a D9A transaction code to begin a STARFIARS adjustment for a physical inventory decrease. The Inventory Adjustment (Decrease) Physical Inventory Screen (fig. 6.16-7) is displayed.

```
DATE:  04 Jan 92                STARFIARS TRANSACTIONS                    AJK-882
                       INVENTORY ADJ. (DECREASE) PHYSICAL INV.
----------------------------------------------------------------------------------
[                                                                                ]

DIC    D9A                                          REVERSAL ?[Y]
                                                  (Enter  ''Y''  for  reversal)


NSN/MCN    [8915005824060]      U/I    [CN]          QTY   [     36]

DODAAC/DOC NO        [W26QKQ]            [1342]          [9022]
                     (DODAAC)        (Julian Date)   (Serial No.)


UNIT PRICE     [       2.53]

                          <PRESS ESC KEY WHEN FINISHED>

                   ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```
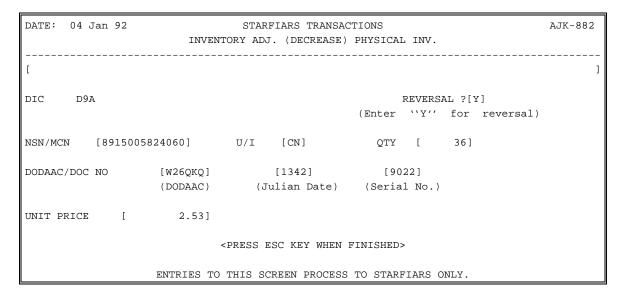
Figure 6.16-7. STARFIARS Transaction Inventory Adj. (Decrease) Physical Inv. Screen (AJK-882).

    a.   The cursor is positioned in the REVERSAL field.

      (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

<div align="center">OR</div>

      (2)   Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

c.   Enter the unit of issue and the cursor moves to the QTY field.

d.   Enter the quantity and press [ENTER]. The cursor moves to the JULIAN DATE field.

e.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

f.   Enter a four-digit serial number and the cursor moves to the UNIT PRICE field.

g.   Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

(1)   Enter Y and the screen is cleared so you can enter new adjustment information for decreases in physical inventory.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.7 Option G. Select a D9G transaction code to begin a STARFIARS inventory adjustment for subsistence losses based on an MVS inspection. The Inventory Adj. (Decrease) Loss Shrinkage Screen (fig. 6.16-8) is displayed.

```
DATE:   04 Jan 92               STARFIARS TRANSACTIONS                      AJK-882
                        INVENTORY ADJ. (DECREASE) LOSS SHRINKAGE
-------------------------------------------------------------------------------------
[                                                                                   ]

DIC       D9G                                          REVERSAL  ?   [Y]
                                                       (Enter  ''Y''  for  reversal)


NSN/MCN     [8915005841647]         U/I   [CN]      QTY  [    75]


DODAAC/DOC NO     [W26QKQ]           [1342]       [9023]
                  (DODAAC)       (Julian Date)   (Serial No.)


UNIT PRICE    [      3.75]


                         <PRESS ESC KEY WHEN FINISHED>

                  ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

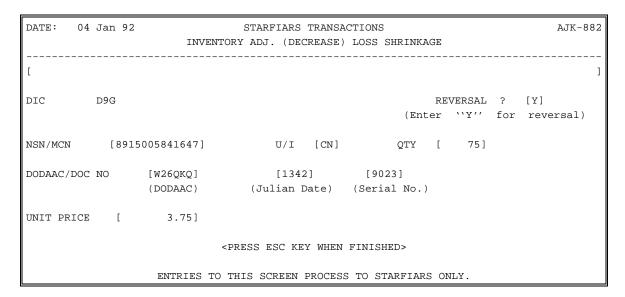Figure 6.16-8. STARFIARS Transactions Inventory Adj. (Decrease) Loss Shrinkage Screen (AJK-882) .

     a.   The cursor is positioned in the REVERSAL field.

        (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

<p style="text-align:center">OR</p>

        (2)   Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

     b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

     c.   Enter the unit of issue and the cursor moves to the QTY field.

     d.   Enter the quantity and press [ENTER]. The cursor moves to the JULIAN DATE field.

     e.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

     f.   Enter a four-digit serial number and the cursor moves to the UNIT PRICE field.

     g.   Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

        (1)   Enter Y and the screen is cleared so you can enter new information for inventory adjustments due to subsistence losses.

<p style="text-align:center">OR</p>

        (2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.8 Option H. Select a D6A transaction code to begin a STARFIARS adjustment for material returned by Army users. The Material Receipt (Returns) Own Service Screen (fig. 6.16-9) is displayed.

```
DATE  04 Jan 92                STARFIARS TRANSACTIONS                    AJK-883
                        MATERIAL RECEIPT (RETURNS) OWN SERVICE
--------------------------------------------------------------------------------
[                                                                              ]

DIC     D6A                                        REVERSAL  ?  [Y]
                                                     (Enter  ''Y''  for  reversal)


NSN/MCN   [8915001335903]        U/I   [CN]          QTY   [  48]

DODAAC/DOC NO     [YDF003]        [1342]        [9025]
                  (DODAAC)     (Julian Date)   (Serial No.)


SUPPL ADDRESS     [W26QKQ]           FUND CODE   [ ]       APC CODE   [LY02]

UNIT PRICE    [    4.20]                    DATE RECEIVED    [08 Dec 91]

                        <PRESS ESC KEY WHEN FINISHED>

                  ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-9. STARFIARS Transactions Material Receipt (Returns) Own Service Screen (AJK-883) .

    a.   The cursor is positioned in the REVERSAL field.

        (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

<p style="text-align:center">OR</p>

       (2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

    b.   Enter the NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

    c.   Enter the unit of issue and the cursor moves to the QTY field.

    d.   Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO field.

e.   Enter a six-position customer ID code and the cursor moves to the JULIAN DATE field.

f.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

g.   Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.

h.   Enter the six-position TISA DODAAC and the cursor moves to the FUND CODE field.

i.   Enter a fund code (optional), or press [ENTER] with no entry and the cursor moves to the APC CODE field.

j.   Enter a four-position APC code. This entry is mandatory if the FUND CODE field is blank. The cursor moves to the UNIT PRICE field.

k.   Enter the price and press [ENTER]. The cursor moves to the DATE RECEIVED field. The current date is displayed.

l.   Enter the date of receipt over the existing one and press [ESC], or press [ESC] with no entry. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

(1)   Enter Y and the screen is cleared so you can enter new information for materials returned by Army users.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.9 Option I. Select a D6B transaction code to begin a STARFIARS adjustment for material returned by DOD users. The Material Receipt (Returns) DOD Screen (fig. 6.16-10) is displayed.

```
DATE:  04 Jan 92                 STARFIARS TRANSACTIONS                        AJK-883
                            MATERIAL RECEIPT (RETURNS) DOD
--------------------------------------------------------------------------------------
[                                                                                     ]
DIC    D6B                                          REVERSAL ?[Y]
                                                    (Enter  ''Y''  for  reversal)


NSN/MCN    [896000T166131]        U/I    [PG]         QTY    [   450]


DODAAC/DOC NO    [YDF004]        [1328]        [0013]
                  DODAAC       (Julian Date)  (Serial No.)


SUPPL ADDRESS  [W26QKQ               FUND CODE  [   ]     APC CODE  [LY02]


UNIT PRICE   [        0.15]                          DATE RECEIVED  [29 Nov 91]


                          <PRESS ESC KEY WHEN FINISHED>

                  ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
Enter DD MMM YY.
```

Figure 6.16-10. STARFIARS Transactions Material Receipt (Returns) DOD Screen (AJK-883)

    a.   The cursor is positioned in the REVERSAL field.

        (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

<div align="center">OR</div>

        (2)   Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

    b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

    c.   Enter the unit of issue and the cursor moves to the QTY field.

    d.   Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO field.

e.   Enter a six-position customer ID code and the cursor moves to the JULIAN DATE field.

f.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

g.   Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.

h.   Enter the six-position TISA DODAAC and the cursor moves to the FUND CODE field.

i.   Enter the fund code (optional), or press [ENTER] with no entry and the cursor moves to the APC CODE field.

j.   Enter a four-position APC code. This entry is mandatory if the FUND CODE field is blank. The cursor moves to the UNIT PRICE field.

k.   Enter the price and press [ENTER]. The cursor moves to the DATE RECEIVED field. The current date is displayed.

l.   Enter the date of receipt over the existing one and press [ESC], or press [ESC] with no entry. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

(1)   Enter Y and the screen is cleared so you can enter new adjustments for materials returned by DOD users.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.10 Option J. Select a D6U transaction code to begin a STARFIARS adjustment for
receipt of materials purchased from another DOD agency. The Material Receipt (DOD Activity)
Screen (fig. 6.16-11) is displayed.

```
DATE:  04 Jan 92                STARFIARS TRANSACTIONS                    AJK-884
                            MATERIAL RECEIPT (DOD ACTIVITY)
--------------------------------------------------------------------------------------
[                                                                                    ]
DIC     D6U                                         REVERSAL  ?    [Y]
                                                   (Enter  ''Y''  for  reversal)


NSN/MCN    [8920010791585]       U/I    [CO]        QTY    [   240]


DODAAC/DOC NO      [W26QKQ]        [1342]        [9027]
                  (DODAAC)     (Julian Date)   (Serial No.)


SUPPL ADDRESS    [Y00000]        SUFFIX CODE    [A]          FUND CODE   [TK]


UNIT PRICE   [     0.50]                         RIC    [ S9G ]


DATE RECEIVED      [08 Dec 91]
                            <PRESS ESC KEY WHEN FINISHED>
                    ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-11. STARFIARS Transactions Material Receipt (DOD Activity) Screen (AJK-884)

   a.   The cursor is positioned in the REVERSAL field.

       (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

                                    OR

       (2)   Press [ENTER] with no entry and you can create a transaction. The cursor
moves to the NSN/MCN field.

   b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry.
The cursor moves to the U/I field.

   c.   Enter the unit of issue and the cursor moves to the QTY field.

d.   Enter the quantity and press [ENTER]. The cursor moves to the partially completed DODAAC/DOC NO field. The TISA DODAAC is displayed.

(1)   To change the TISA DODAAC, enter a new one over the old and the cursor moves to the JULIAN DATE field.

OR

(2)   Press [ENTER] with no entry and the cursor moves to the JULIAN DATE field.

e.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

f.   Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field. A default value of Y00000 is displayed.

g.   Enter a six-position supplementary address code (if required) or press [ENTER] with no entry. The cursor moves to the SUFFIX CODE field.

h.   Enter a suffix code (optional), or press [ENTER] with no entry and the cursor moves to the FUND CODE field.

i.   Enter the fund code and the cursor moves to the UNIT PRICE field.

j.   Enter the price and press [ENTER]. The cursor moves to the RIC field.

k.   Enter the three-position routing identifier code and the cursor moves to the DATE RECEIVED field. The current date is displayed.

l.   Enter the date of receipt over the existing one and press [ESC], or press [ESC] with no entry. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1)   Enter Y and the screen is cleared so you can enter new information for materials purchased from another DOD agency.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.11 Option K. Select a D6L transaction code to begin a STARFIARS adjustment for
material receipt disassembly turn-ins from a unit. The Material Receipt (Disassembly) Screen
(fig. 6.16-12) is displayed.

```
DATE:  02 Sep 92                STARFIARS TRANSACTIONS                        AJK-657
                            MATERIAL RECEIPT (DISASSEMBLY)
----------------------------------------------------------------------------------------
[                                                                                       ]
DIC      D6L                                      REVERSAL  ?    [    ]
                                                 (Enter  ``Y''  for  reversal)


NSN/MCN      [               ]          U/I    [EA]         QTY    [   150]


DODAAC/DOC NO          [YDF009]       [2245]         [0099]
                       (DODAAC)    (Julian Date)    (Serial No.)


SUPPL ADDRESS    [W26QKQ]          APC CODE   [   ]       FUND CODE    [TK]

UNIT PRICE  [      1.57]


                            <PRESS ESC KEY WHEN FINISHED>
                     ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-12. STARFIARS Transactions Material Receipt (Disassembly) Screen (AJK-657)

    a.   The cursor is positioned in the REVERSAL field.

        (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

        (2)   Press [ENTER] with no entry and you can create a transaction. The cursor
moves to the NSN/MCN field.

    b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry.
The cursor moves to the U/I field.

    c.   Enter the unit of issue and the cursor moves to the QTY field.

    d.   Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO
field. Enter a six-position customer ID code.

e.   The cursor moves to the JULIAN DATE field. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

f.   Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.

g.   Enter the six-position TISA DODAAC and the cursor moves to the APC CODE field.

h.   Enter the APC code and the cursor moves to the FUND CODE field.

OR

i.   Press [ENTER] with no entry and the cursor moves to the FUND CODE field.

j.   Enter a two-position FUND CODE. This entry is mandatory if the APC CODE field is blank. The cursor moves to the UNIT PRICE field.

k.   Enter the unit price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1)   Enter Y and the screen is cleared so you can enter new information for the disassembly materials turned in.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.12 Option L. Select a D7L transaction code to begin a STARFIARS adjustment for an issue assembly sent to a unit. The Issue (Assembly) Screen (fig. 6.16-13) is displayed.

```
DATE:  02 Sep 92                STARFIARS TRANSACTIONS                    AJK-657
                                  ISSUE (ASSEMBLY)
--------------------------------------------------------------------------------
[                                                                              ]
DIC     D7L                                       REVERSAL  ?  [ ]
                                                  (Enter ''Y'' for reversal)


NSN/MCN    [            ]      U/I   [BG]        QTY    [    250]


DODAAC/DOC NO      [YDF009]      [2245]          [0023]
                   (DODAAC)   (Julian Date)    (Serial No.)


SUPPL ADDRESS    [W26QKQ]              APC CODE   [ ]           FUND CODE   [TK]


UNIT PRICE    [     3.54]

                         <PRESS ESC KEY WHEN FINISHED>
                ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-13. STARFIARS Transactions Issue (Assembly) Screen (AJK-657)

    a.   The cursor is positioned in the REVERSAL field.

        (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

<center>OR</center>

        (2)   Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

    b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

    c.   Enter the unit of issue and the cursor moves to the QTY field.

    d.   Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO field. Enter a six-position customer ID code.

    e.   The cursor moves to the JULIAN DATE field. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

f.   Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.

g.   Enter the six-position TISA DODAAC and the cursor moves to the APC CODE field.

h.   Enter the APC code and the cursor moves to the FUND CODE field.

OR

i.   Press [ENTER] with no entry and the cursor moves to the FUND CODE field.

j.   Enter a two-position FUND CODE. This entry is mandatory if the APC CODE field is blank. The cursor moves to the UNIT PRICE field.

k.   Enter the unit price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1)   Enter Y and the screen is cleared so you can enter new information for the assembly materials issued.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.13 Option M. Select a D7Z transaction code to begin a STARFIARS adjustment for forced issues and issue transactions other than DVD. The Issue (Other) Screen (fig. 6.16-14) is displayed.

```
DATE:  18 Aug 92                STARFIARS TRANSACTIONS                     AJK-885
                                    ISSUE (OTHER)
--------------------------------------------------------------------------------
[                                                                               ]
DIC    D7Z                                        REVERSAL ?[Y]
                                                  (Enter  ''Y''  for  reversal)


NSN/MCN    [894000T823013]       U/I   [PG]         QTY    [  144]


DODAAC/DOC NO        [W26QKQ]        [1342]         [9030]
                     (DODAAC)    (Julian Date)    (Serial No.)


SUPPL ADDRESS    [YDF003]              FUND CODE   [TK]      UNIT PRICE   [  0.13]



                         <PRESS ESC KEY WHEN FINISHED>
                    ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-14. STARFIARS Transactions Issue (Other) Screen (AJK-885)

a.   The cursor is positioned in the REVERSAL field.

(1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

(2)   Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

c.   Enter the unit of issue and the cursor moves to the QTY field.

d.   Enter the quantity and press [ENTER]. The cursor moves to the partially completed DODAAC/DOC NO field. The TISA DODAAC is displayed.

e.   Press [ENTER] and the cursor moves to the JULIAN DATE field.

f.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

g.   Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.

h.   Enter a six-position customer ID code for the customer receiving a forced issue. The cursor moves to the FUND CODE field.

i.   Enter the fund code and the cursor moves to the UNIT PRICE field.

j.   Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1)   Enter Y and the screen is cleared so you can enter new information for forced issues and issue transactions other than DVD.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.14 Option N. Select a ZHH transaction code to begin a STARFIARS adjustment for a charge account/local purchase receipt on items used for stockage. The Charge Account/Local Purchase Screen (fig. 6.16-15) is displayed.

```
DATE:  04 Jan 92                STARFIARS TRANSACTIONS                    AJK-886
                 CHARGE ACCOUNT/LOCAL PURCHASE RECEIPT FOR STOCKAGE
---------------------------------------------------------------------------------
[                                                                               ]
DIC    ZHH                                          REVERSAL ?[Y]
                                                  (Enter ''Y'' for  reversal)

DODAAC/DOC NO    [W26QKQ]      [1342]        [0001]
                 (DODAAC)    (Julian Date)  (Serial No.)


RECEIPT STATUS CODE          [P]
                    (''P''=Partial,  ''Z''=Final)


SUPPL ADDRESS    [Y00000]               FUND CODE    [TK]


PROCUREMENT INST NO (PIN)       [DABT59]    [91]    [C]         [0001]
                                           [FY]  (Proc Inst Cd)  (Serial No.)


EXTENDED PRICE  [       176.20]
                          <PRESS ESC KEY WHEN FINISHED>
                 ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-15. STARFIARS Transactions Charge Account/Local Purchase Receipt for Stockage Screen (AJK-886)

a.   The cursor is positioned in the REVERSAL field.

(1)   Enter Y to reverse a transaction. The TISA DODAAC is displayed and the cursor moves to the JULIAN DATE field.

OR

(2)   Press [ENTER] with no entry and you can create a transaction. The cursor moves to the JULIAN DATE field.

b.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

c.   Enter a four-digit serial number and the cursor moves to the RECEIPT STATUS CODE field.

d.   Enter the receipt status (P = Partial, Z = Final) and the cursor moves to the SUPPL ADDRESS field. A default value of Y00000 is displayed.

e.   Enter a six-position supplementary address code (if required) or press [ENTER] with no entry. The cursor moves to the partially completed PROCUREMENT INST NO (PIN) field.

f.   Press [ENTER] and the cursor moves to the FY field.

g.   Enter the two-digit fiscal year code and the cursor moves to the PROC INST CD field.

h.   Enter the procurement instrument code and the cursor moves to the SERIAL NO. field.

i.   Enter a four-digit serial number and the cursor moves to the EXTENDED PRICE field.

j.   Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

(1)   Enter Y and the screen is cleared so you can enter new information on local purchase items used for stockage.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.15 Option O. Select an A5A transaction code to begin a STARFIARS adjustment on a material release order for domestic shipment. The Material Release Order Screen (fig. 6.16-16) is displayed.

```
DATE:  04 Jan 92               STARFIARS TRANSACTIONS                    AJK-887
                               MATERIAL RELEASE ORDER
-------------------------------------------------------------------------------
[                                                                             ]
DIC   A5A                                   REVERSAL ?[Y]
                                              (Enter  ''Y''  for  reversal)


NSN/MCN    [8925006826705]       U/I    [CN]         QTY    [    240]


DODAAC/DOC NO      [YDF003]    [1342]         [9033]
                  (DODAAC)  (Julian Date)  (Serial No.)


APC CODE    [LY02]                    FUND CODE    [    ]


SUPPL ADDRESS    [W26QKQ]             UNIT PRICE  [  2.05]

                       <PRESS ESC KEY WHEN FINISHED>

                ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-16. STARFIARS Transactions Material Release Order Screen (AJK-887).

a.   The cursor is positioned in the REVERSAL field.

   (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

   (2)   Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

c.   Enter the unit of issue and the cursor moves to the QTY field.

d.   Enter the quantity and press [ENTER]. The cursor moves to DODAAC/DOC NO field.

e.   Enter a six-position customer ID code and the cursor moves to the JULIAN DATE field.

f.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

g.   Enter a four-digit serial number and the cursor moves to the APC CODE field.

h.   Enter a four-position account processing code, or press [ENTER] with no entry and the cursor moves to the FUND CODE field.

i.   Enter a fund code or press [ENTER] with no entry. This entry is mandatory if the APC CODE field is blank. The cursor moves to the SUPPL ADDRESS field.

j.   Enter the six-position TISA DODAAC and the cursor moves to the UNIT PRICE field.

k.   Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

   (1)   Enter Y and the screen is cleared so you can enter new material release order information.

OR

   (2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.16 Option P. Select a D6K transaction code to begin a STARFIARS adjustment on a
shipment transferred in to the TISA. The Material Receipt (Transfer In) Screen AJK-884 (fig.
6.16-17) is displayed.

```
DATE:  24 Aug 92                STARFIARS TRANSACTIONS                       AJK-884
                            MATERIAL RECEIPT (TRANSFER IN)
---------------------------------------------------------------------------------------
[                                                                                      ]
DIC    D6K                                            REVERSAL ?[     ]
                                                     (Enter  ''Y''  for  reversal)


NSN/MCN    [               ]          U/I  [LB]               QTY  [ 500]


DODAAC/DOC NO   [W26QKQ]      [2234]           [0009]
                (DODAAC)    (Julian Date)    (Serial No.)


SUPPL ADDRESS    [Y00000]    SUFFIX CODE   [   ]          FUND CODE    [GK]


UNIT PRICE     [     2.05]                     RIC[     ]


DATE RECEIVED   [24 Aug 92]
                            <PRESS ESC KEY WHEN FINISHED>
                    ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
#==> Enter the date in format [DD MMM YY]  !
```

Figure 6.16-17. STARFIARS Transactions Material Receipt (Transfer In) Screen (AJK-884) .

    a.   The cursor is positioned in the REVERSAL field.

        (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

<p align="center">OR</p>

        (2)   Press [ENTER] with no entry and you can create a transaction. The cursor
moves to the NSN/MCN field.

    b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry.
The cursor moves to the completed U/I field.

    c.   To change the unit of issue, enter a new one over the old and the cursor moves to the
QTY field.

<p align="center">OR</p>

    d.   Press [ENTER] with no entry and the cursor moves to the QTY field.

    e.   Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO
field.

f.   Enter the six-position TISA DODAAC and the cursor moves to the JULIAN DATE field.

g.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

h.   Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.

i.   Enter a six-position supplementary address code and the cursor moves to the SUFFIX CODE field.

j.   Enter a suffix code (optional) or press [ENTER] with no entry. The cursor moves to the completed FUND CODE field.

NOTE: Fund codes displayed for the D6K and D7K Document Identifiers should not be changed, unless directed by the installation Finance Office.

k.   To change the fund code, enter a new one over the old and press [ENTER]. The cursor moves to the UNIT PRICE field.

OR

l.   Press [ENTER] with no entry and the cursor moves to the UNIT PRICE field.

m.   Enter the price and press [ENTER]. The cursor moves to the RIC field.

n.   Enter the three-position routing identifier code (optional) and the cursor moves to the DATE RECEIVED field. The current date is displayed.

OR

o.   Press [ENTER] with no entry and the cursor moves to the DATE RECEIVED field.

p.   Enter the date of receipt over the existing one and press [ESC], or press [ESC] with no entry. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1)   Enter Y and the screen is cleared so you can enter new information for materials transferred in to the TISA.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.17 Option Q. Select a D7K transaction code to begin a STARFIARS adjustment on an issue transferred out of the TISA. The Issue (Transfer Out) Screen AJK-885 (fig. 6.16-18) is displayed.

```
DATE:  24 Aug 92               STARFIARS TRANSACTIONS                      AJK-885
                                ISSUE (TRANSFER OUT)
--------------------------------------------------------------------------------
[                                                                               ]
DIC   D7K                                      REVERSAL ?[    ]
                                              (Enter  ''Y''  for  reversal)


NSN/MCN    [             ]         U/I   [LB]        QTY   [   600]

DODAAC/DOC NO     [W26QKQ]      [2234]          [0012]
                  (DODAAC)    (Julian Date)   (Serial No.)


SUPPL ADDRESS     [W26QKQ]      FUND CODE   [GK]        UNIT PRICE   [    3.98]



                         <PRESS ESC KEY WHEN FINISHED>
                   ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.
```

Figure 6.16-18. STARFIARS Transactions Issue (Transfer Out) Screen (AJK-885) .

    a.   The cursor is positioned in the REVERSAL field.

       (1)   Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

<div align="center">OR</div>

       (2)   Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

    b.   Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the completed U/I field.

    c.   To change the unit of issue, enter a new one over the old and the cursor moves to the QTY field.

<div align="center">OR</div>

    d.   Press [ENTER] with no entry and the cursor moves to the QTY field.

e.   Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO field.

f.   Enter the six-position TISA DODAAC and the cursor moves to the JULIAN DATE field.

g.   Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

h.   Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.

i.   Enter the six-position supplementary address code and the cursor moves to the completed FUND CODE field.

j.   To change the fund code, enter a new one over the old and press [ENTER]. The cursor moves to the UNIT PRICE field.

OR

k.   Press [ENTER] with no entry and the cursor moves to the UNIT PRICE field.

l.   Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1)   Enter Y and the screen is cleared so you can enter new information for materials transferred out of the TISA.

OR

(2)   Enter N and the STARFIARS Adjustment Menu is displayed.

<u>6.16.4 Outputs</u>.

a.   The following reports are printed after Finance receives and processes the STARFIARS tape or DDN transmission (para 11.2.4): Ledger History Report (PCN ALF-40A), Stock Fund General Ledger Trial Balances (PCN ALF-14A), Ledger History Report - Invt - Commissary - Reserved Report (PCN ALF- 25A), General Ledger Reconciliation Report (PCN AJK-15H), Consumer Fund Distribution and Utilization Report (PCN ALF-46B), Subsidiary Ledger One Line Print Open and Closed Lines Report (PCN ALF-23A), and the GL/SL Out of Balance Research Data Report (PCN ALF-23D). They support STARFIARS transactions, since the results are not immediately printed at the completion of this process. Finance sends these reports to TISA upon completion of the STARFIARS run.

b.   AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1)   File No. 30-18b, TISA Accounts (2-year file).

(2)   Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01   DEST: Oct 03

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